

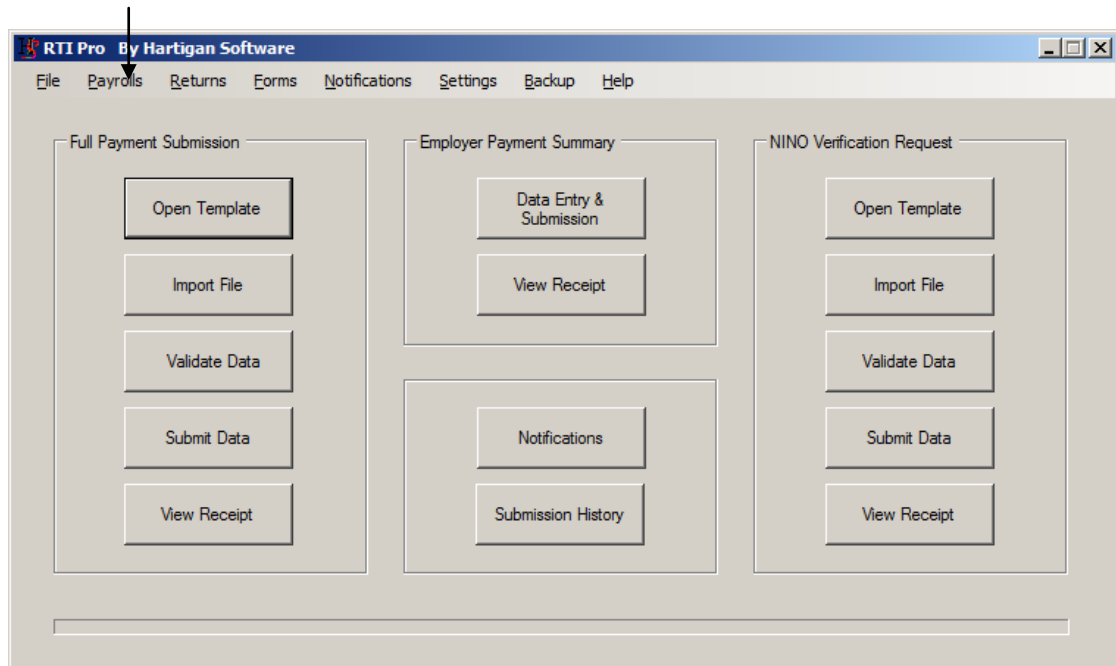


RTI Pro User Guide 2015-16

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Adding Payroll Names

Click *Payrolls*, *Payroll Details* to open the payroll details entry window.



Ensure all required information is available, click 'Add New' and enter the payroll name (Weekly Pay, Monthly Salaries etc.) and other information required. Click 'Save' to save the information entered. Continue until all required Payroll's have been set up.

The screenshot shows the 'Payrolls' window. At the top, there's a 'Payroll List' table with columns 'Name' and 'PAYE Ref'. The table contains entries: 'Test 564' (A564), 'Test 1' (A501), 'Test 3' (A503), and 'Test 4' (A504). An 'Add New' button is to the right. Below the list is the 'Payroll Details' section. It has two columns of input fields. The left column includes: Payroll Name (Test 564), HMRC Office Name, Employer PAYE reference (Office number: 564, Reference number: A564), Employer Accounts Office Reference (564PA00133378), Employer's contracted-out number (ECON) (E3123456F), Self Assessment Unique Tax Reference, Corporation Tax Reference, Sender Type (dropdown menu set to Employer), Sender ID (ISV564), and Sender Password (testing1). The right column includes: Contact (Title, Forenames, Surname, Telephone Number), Employer Name, Employer Address, and Employer Postcode. At the bottom right are 'Save', 'Delete', and 'Close' buttons.

Adding Payroll Names

This list will contain the names of all payrolls previously entered. Click the name to load the selected payroll details.

A descriptive name of your choosing for example Monthly Salaries or Weekly Pay.

The name of your local tax office.

This is the first part of your employer PAYE reference and is three digits. You will find this number on a P6/P9 notice of coding or your Annual/Budget letter.

This is the second part of your employer PAYE reference after the slash. You will find this number on a P6/P9 notice of coding or your Annual/Budget letter.

This reference number can be found on your P30BC 'Payment booklet' or P30B 'Paying electronically'. It will be in the format 123PA00012345.

Only required IF you operate an occupational contracted-out scheme. This number is your ECON from your contracting-out certificate. You must show your current ECON if **any** employee has been in a contracted-out scheme at any time during the tax year.

If applicable:
for example, if you are an employer who is a sole proprietor or a partnership.

If applicable:
for example, if you are a limited company. If you have more than one COTAX reference, enter the reference for the company that holds the employment contracts.

Normally set to 'Employer'.

Enter your Government Gateway User ID.

Enter your Government Gateway Password.

Payrolls

Payroll List

| Name | Forenames |
|----------|-----------|
| Test 564 | A564 |
| Test 1 | A501 |
| Test 3 | A |
| Test 4 | A |

Payroll Details

Payroll Name: Test 564

HMRC Office Name:

Office number: 564 / Reference number: A564

Employer Accounts Office Reference: 564PA00133378

Employer's contracted-out number (ECON): E3123456F

Self Assessment Unique Tax Reference:

Corporation Tax Reference:

Sender Type: Employer

Sender ID: ISV564

Sender Password: testing1

Adding Payroll Names

The screenshot shows a software window titled "Adding Payroll Names" with a blue title bar and a close button (X) in the top right corner. The window contains a form for entering payroll details. On the left side, there are several input fields, some of which are partially visible (e.g., "ef", "133378", "6F"). A dropdown menu is also visible. The main form area is divided into two sections: "Contact" and "Employer". The "Contact" section includes fields for "Title", "Forenames", "Surname", and "Telephone Number". The "Employer" section includes fields for "Employer Name", "Employer Address" (multiple lines), and "Employer Postcode". At the bottom of the window, there are three buttons: "Save", "Delete", and "Close".

Click 'Add New' to clear currently displayed data from the window and enter new payroll details.

Enter payroll manager contact details.

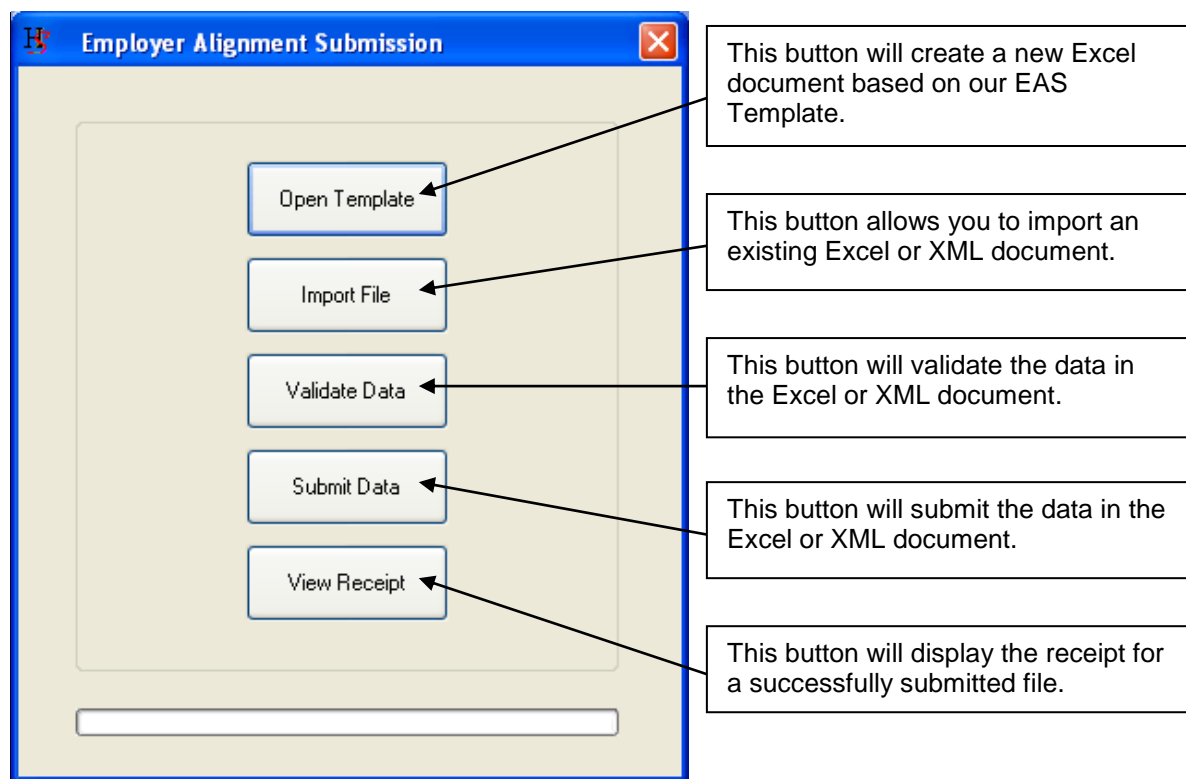
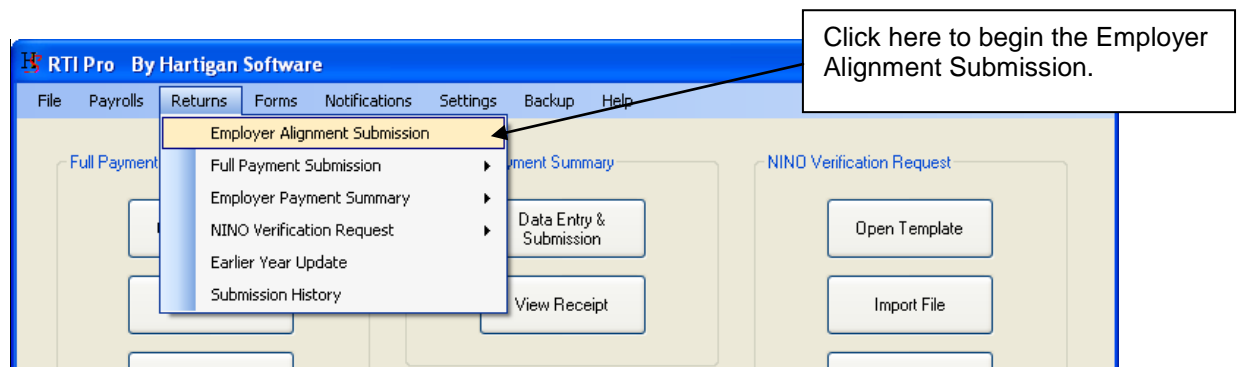
Enter employer name and address.

Click 'Save' to save the payroll data entered.

Click 'Delete' to delete the selected payroll.

Click 'Close' to close the Payrolls window.

Employer Alignment Submission



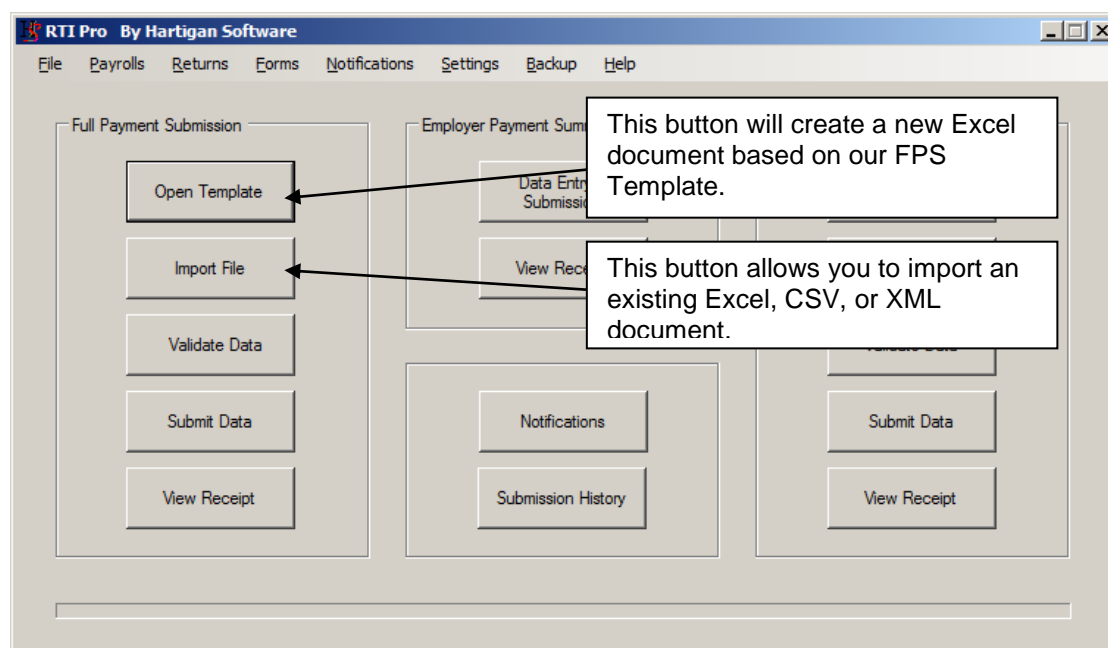
Full Payment Submission

Employee Payroll Data Entry / Import

Start the employee payroll information entry process by performing any **one** of the two options shown below depending on how your company payroll information is generated and the type of information to be entered.

'Open Template' generates an Excel document containing all payroll data reporting items.

'Import File' allows the import of an existing Excel, CSV, or XML document.



Open Template

Each time a template button is clicked an Excel document is created from the Full Template.

The new document is named as follows:

FPS This relates to the submission type being created (Full Payment Submission)

Date Being the date the document is created (-YYYYMMDD format)

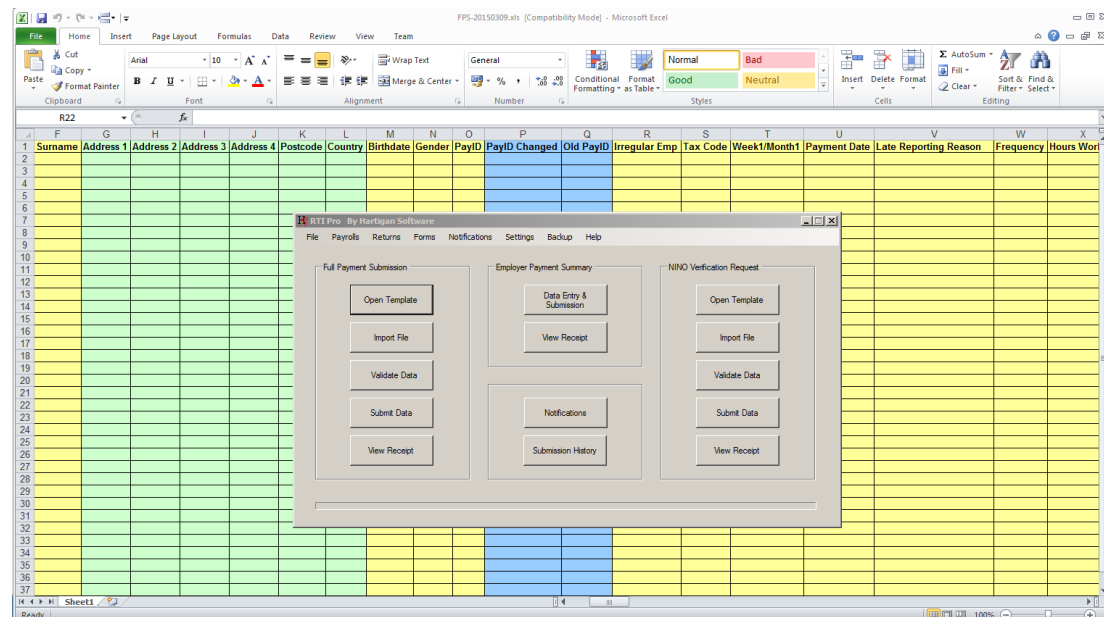
Count Document count for the 'Date' above (-NNN format). If more than 1 document has been generated for that date.

For example FPS-20130329-001 is the second FPS Excel document created on 29th March 2013.

Full Payment Submission

Employee Payroll Data Entry / Import

Open Template



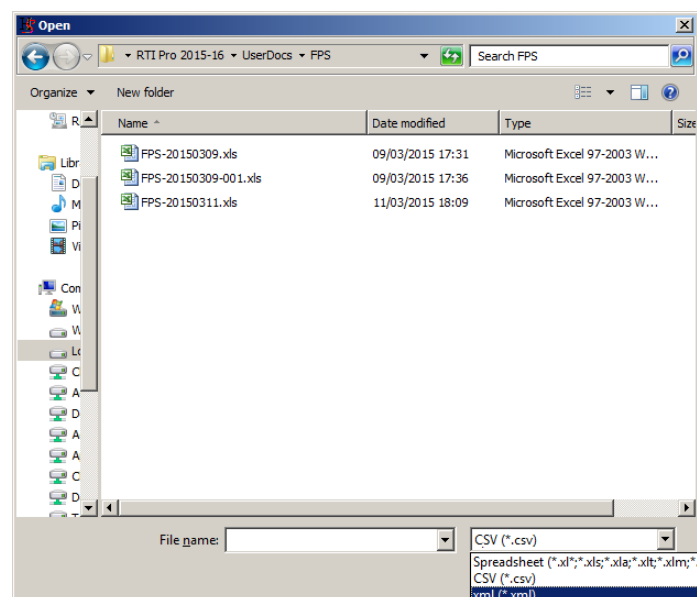
Click on the Excel spreadsheet displayed and enter the required payroll data.

The 'RTI - FPS Import File 2015-16.pdf' is provided as an additional guide to data entry requirements.

Once payroll data entry is complete either save the Excel document for later use or save the document and return to the **Main Window** and click 'Validate Data'

Import File

Click 'Import File', the window below is displayed:



Full Payment Submission

Employee Payroll Data Entry / Import

Select the type of file (Spreadsheet, CSV, or XML) from the [Files of Type] drop down box, browse to the location of the file to be imported and press the [Open] button.

Excel Spreadsheet File Type

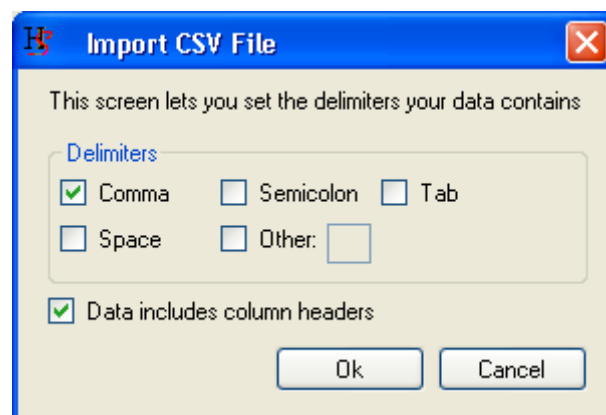
If an Excel spreadsheet is imported, the document is loaded and displayed behind the RTI Pro Main Window. The document can be updated before the validation step if required.

XML File Type

The XML file will be imported ready for validation

CSV File Type

If a CSV file is imported, the following screen will be displayed:

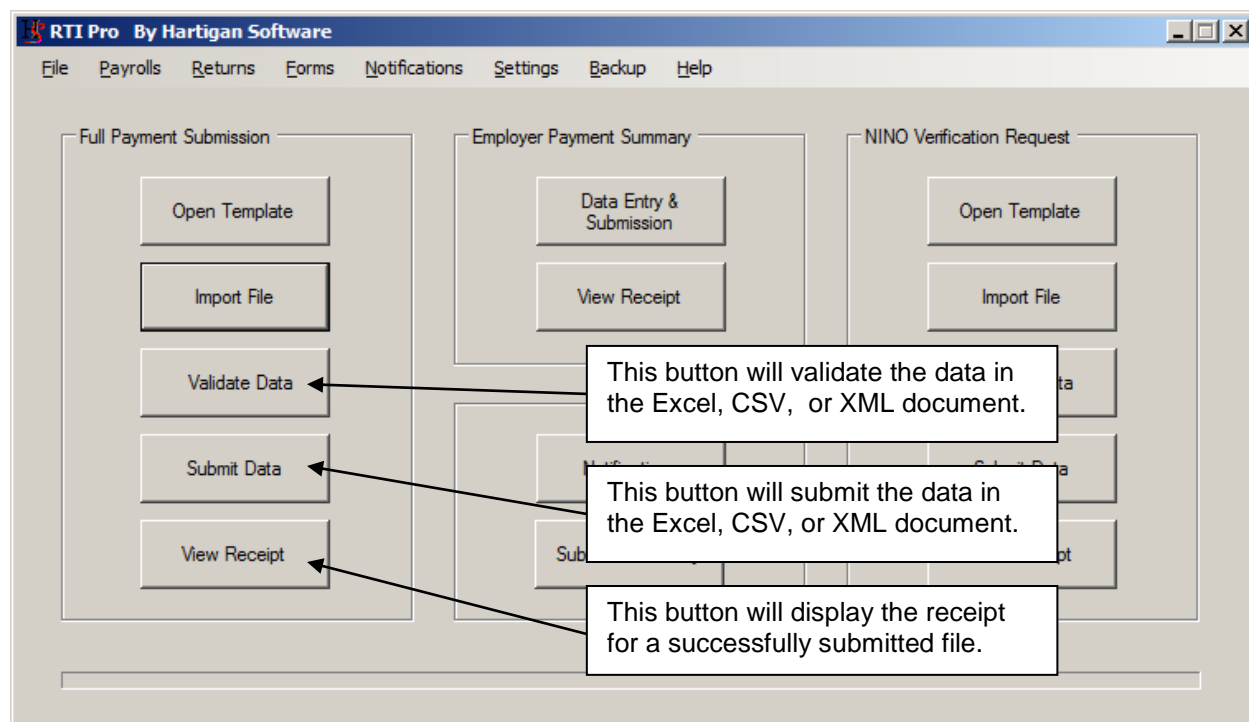


Select the delimiter used in the CSV file and whether or not the data contains column headers. If the data does not contain column headers, the columns will need to be in the same order as the standard Full Payment Submission Excel template.

Press the [OK] button once the selection has been made. The data will be imported ready for validation.

Full Payment Submission

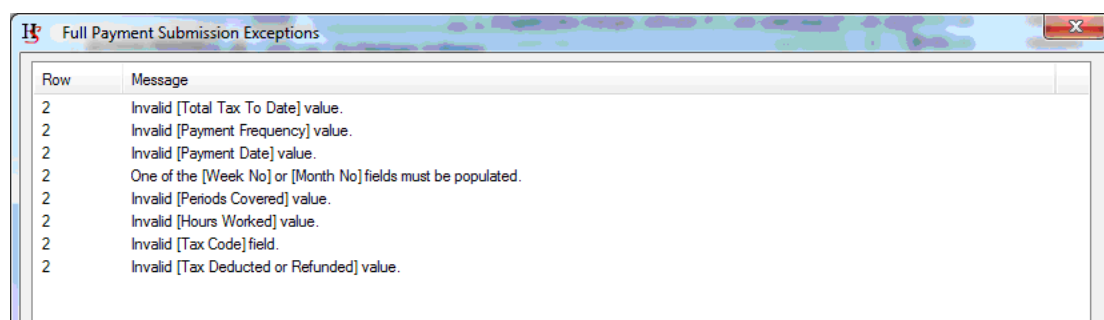
Data Validation



If more than one file is found the application will display a window showing the files found. The user should click on the required file, the file will be highlighted, then click 'Ok'.

Exceptions

If the selected file contents are not in the format required by HMRC or data is missing a data exception report will be displayed confirming the issues found.



Review the information in the exceptions window above, click on the spreadsheet and add missing data or correct entries as necessary referring to the 'RTI - FPS Import File 2015-16.pdf' or HMRC website for guidance.

Save the corrected document and click 'Validate Data' to confirm the document is ready for submission. If the selected document does not pass validation repeat the process above.

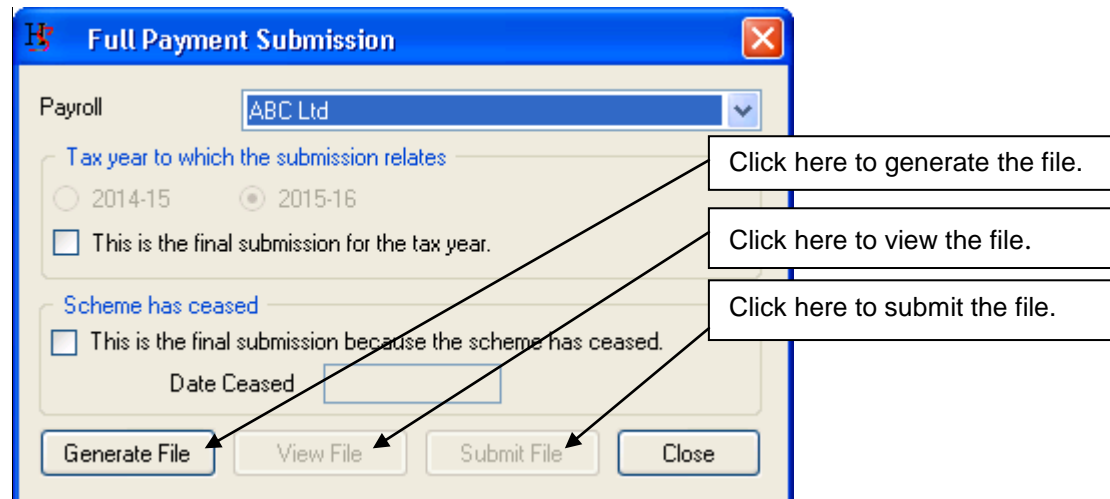
A 'Validated Successfully' message will be displayed after successful validation, the document is now ready for submission.

Full Payment Submission

Generate File

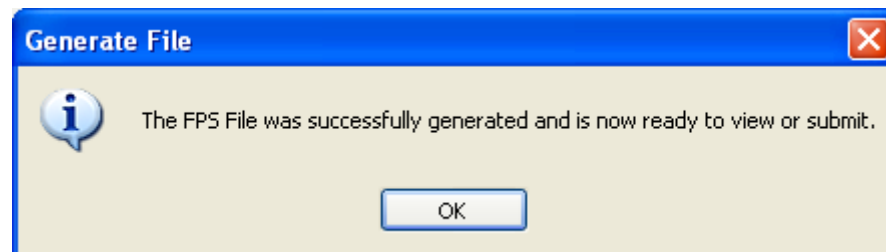
If more than one file is found the application will display a window showing the files found. The user should click on the required file, the file will be highlighted, then click 'Ok'.

The **Full Payment Submission** window is displayed:



When processing the last payment for the tax year ensure the final submission box is ticked.

Click 'Generate File', the following window should be displayed:



Click 'Ok' to close the FPS file creation confirmation window.

After successfully generating a submission file the 'View File' and 'Submit File' buttons are enabled.

Full Payment Submission

View File

Click 'View File' to review the submission file content. The report provides a list of all employees with information being submitted to HMRC.

RTI: Full Payment Submission

This report is for the tax year 2015-16 and was generated on 09/02/2015 at 15:29

Employer Details

Office Number: 564
Paye Ref: A564
AO Ref: 123PZ12345678

Click the column header to order the report by Works No or Name.

| Works No | Name | Pay Date | Gross Pay | Tax Deducted | Employee NIC | Employer NIC | Std Loan |
|----------|------------------------|------------|------------|--------------|-----------------|-----------------|----------|
| 321 | Alfa | 12/04/2015 | £12.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 254 | Leon Hughes | 28/04/2015 | £10,000.00 | £3,156.76 | £481.14 | £1,298.10 | £24.00 |
| S32 | Jacki McManus | 10/04/2015 | £77.00 | £134.40 | £100,000,002.90 | £100,000,002.90 | £0.00 |
| | Who | 06/04/2015 | £415.34 | £67.53 | £0.00 | £0.00 | £0.00 |
| G45 | Maurice Frank Williams | 28/04/2015 | -£4,251.00 | -£344.34 | -£1,292.88 | -£1,291.88 | -£54.00 |
| | Wonka | 30/04/2015 | £346.98 | £345.00 | £0.00 | £0.00 | £0.00 |
| B | Woods | 10/04/2015 | £672.53 | £134.40 | £65.18 | £74.94 | £0.00 |
| TOTALS | Employee Count: 7 | | £7,272.85 | £3,493.75 | £99,999,256.34 | £100,000,084.06 | -£30.00 |

Press the [Print] button at the bottom right hand side of the screen to print the report.

Export XML Print Close

Clicking on an employees name in the list will display the full reporting information relating to that employee:

| Works No | Name | Pay Date | Gross Pay | Tax Deducted | Employee NIC | Employer NIC | Std Loan |
|--|-------------|------------|------------|--------------|--------------|--------------|----------|
| 321 | Alfa | 12/04/2014 | £12.00 | £0.00 | £0.00 | £0.00 | £0.00 |
| 254 | Leon Hughes | 28/04/2014 | £10,000.00 | £3,156.76 | £478.92 | £1,295.88 | £24.00 |
| Title: Mr | | | | | | | |
| Forename(s): Leon | | | | | | | |
| Surname: Hughes | | | | | | | |
| Payroll ID: 254 | | | | | | | |
| Birth Date: 12/12/1964 | | | | | | | |
| NI Number: ZX123456C | | | | | | | |
| Address: 12 Ripon Road | | | | | | | |
| Bedford | | | | | | | |
| LU4 3WS | | | | | | | |
| Gender: Male | | | | | | | |
| Passport Number: 84120474 | | | | | | | |
| Director's NIC: AN: Annual or pro-rata annual | | | | | | | |
| Tax Week Of Appt Of Director: 53 | | | | | | | |
| Start Date: 07/04/2012 | | | | | | | |
| Starting Declaration: C: have another job or pension | | | | | | | |
| Payment Date: 28/04/2014 | | | | | | | |
| Late Reason: A: Payment to Expat by third party | | | | | | | |
| Payment Frequency: Irregular | | | | | | | |
| Month No: 1 | | | | | | | |
| Periods Covered: 1 | | | | | | | |
| Aggregated Earnings: yes | | | | | | | |

Confirm the Full Payment Submission extract contains information for all the expected employees. Once content checks have been completed close the FPS extract window.

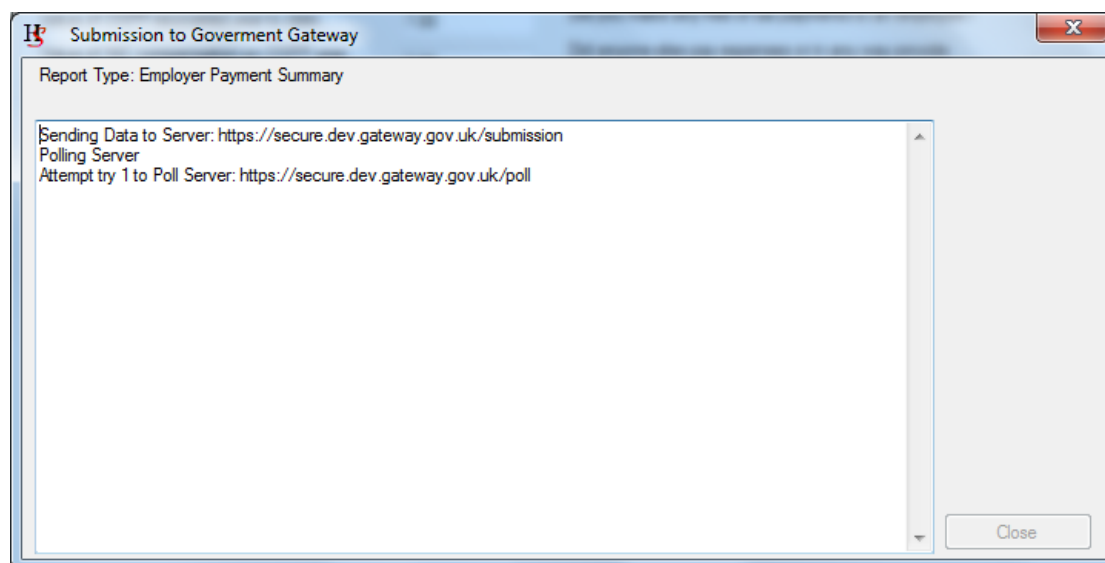
Full Payment Submission

Submit Data

Ensure you are able to connect to the internet then click 'Submit File' on the Full Payment Submission window to connect to the HMRC site and transmit your data.

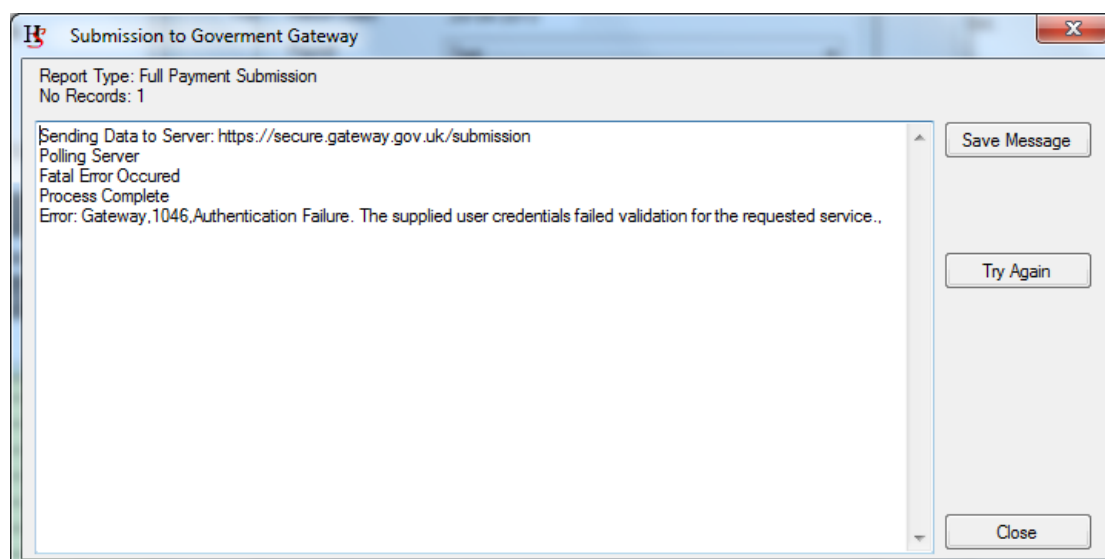
A transmission progress window will be displayed. The time taken to transmit your data will depend on how much data you have to transmit, how busy the HMRC site is and the speed of your internet connection.

Transmission progress window:



The window above shows where a file submission request has been made and a connection to the HMRC site has been established.

The window below shows a rejected connection due to incorrect or otherwise invalid payroll header information having been entered when the payroll was set up. Save the message and close the window. Click 'Payrolls' on the RTI Pro Main Window, select the payroll giving the error and review the HMRC payroll references and sender information, correct any discrepancies and 'Save' the record.



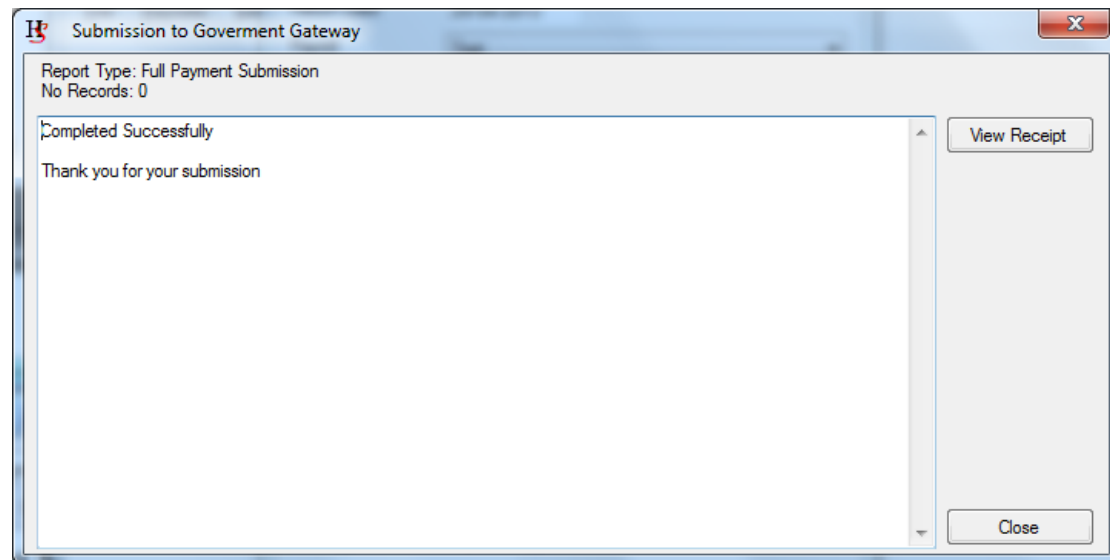
Full Payment Submission

Submit Data

Begin the submission process again commencing with **Data Validation**.

NOTE: If the failure relates to a data issue correct the data then run the validation.

A successful submission is shown in the window below:



Submission Receipt

Click 'View Receipt' to display the HMRC receipt shown below:



HMRC Submission Receipt

HMRC has received the HMRC-PAYE-RTI-FPS document ref: 564/A564 at 16.33 on 17/02/2014. The associated IRmark was: RK2UYKSWVBSFRPKCA7ZI2643JIZPUFAS. We strongly recommend that you keep this receipt electronically, and we advise that you also keep your submission electronically for your records. They are evidence of the information that you submitted to HMRC.

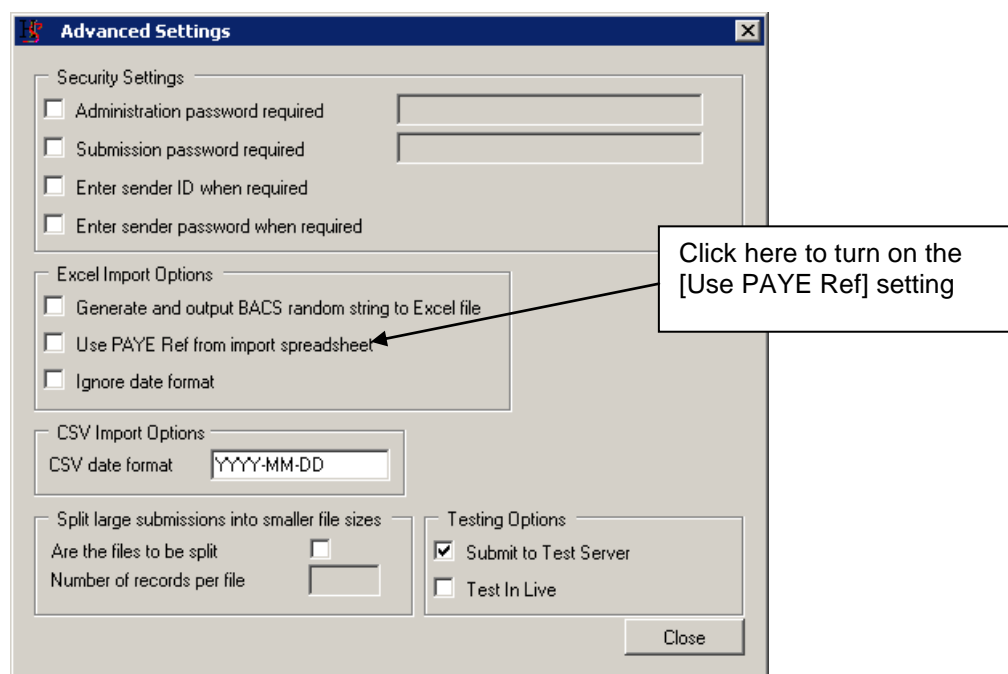
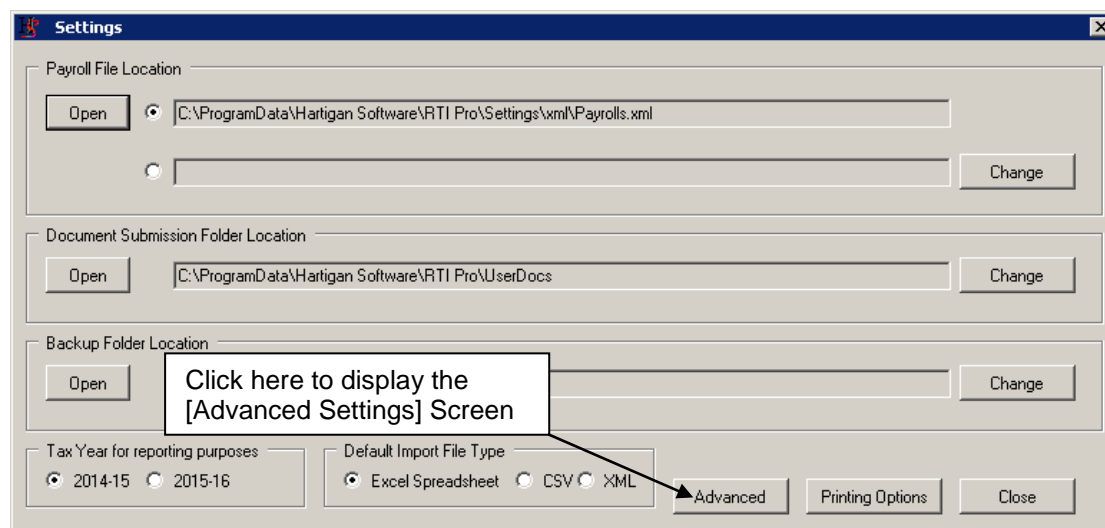
Thank you for your submission

A copy of the Full Payment Submission and the Submission Receipt will be stored in the **Document Submission Folder**.

Multiple Payroll/Employer Full Payment Submissions

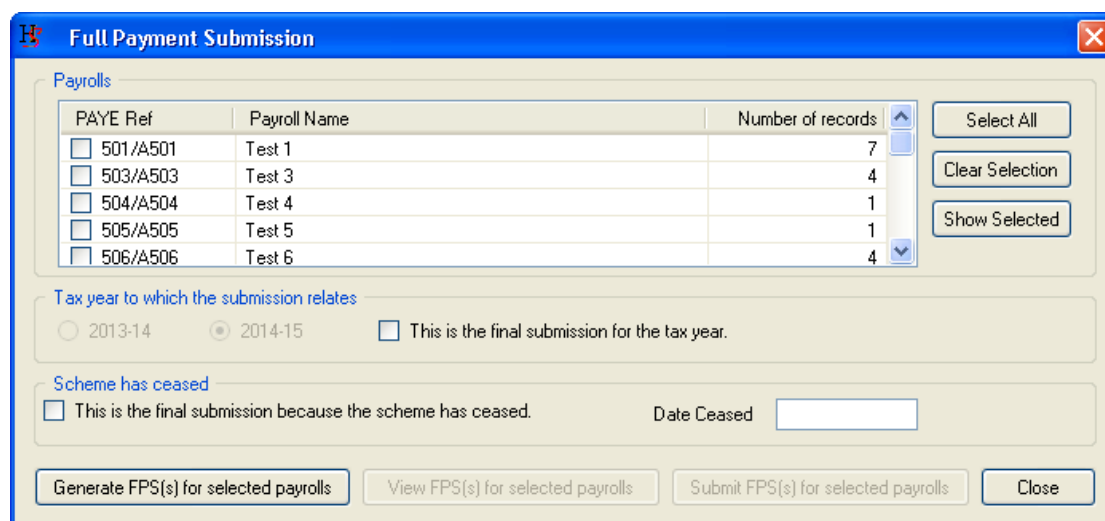
The Full Payment Submission Excel Template includes a [PAYE Ref] column which, when enabled, automates payroll selection. This option has been made available to improve the submission processing of multiple payrolls/employers but can also be used to automatically select the payroll when single payrolls/employer submissions are made.

In order to utilise the [PAYE Ref] column on the import spreadsheet, it should be populated in the format 999/XXX where 999 is the HMRC Office number and XXX is the Employer reference number. In addition to this, the [Use PAYE Ref from import spreadsheet] option should be selected on the advanced setting screen shown at the bottom of the page.



Multiple Payroll/Employer Full Payment Submissions

When the import spreadsheet includes more than one different PAYE Reference, the following screen is displayed when the [Submit Data] button is pressed from the main screen:



The 'Full Payment Submission' dialog box contains a table of payrolls, selection buttons, and submission options.

| PAYE Ref | Payroll Name | Number of records |
|-----------------------------------|--------------|-------------------|
| <input type="checkbox"/> 501/A501 | Test 1 | 7 |
| <input type="checkbox"/> 503/A503 | Test 3 | 4 |
| <input type="checkbox"/> 504/A504 | Test 4 | 1 |
| <input type="checkbox"/> 505/A505 | Test 5 | 1 |
| <input type="checkbox"/> 506/A506 | Test 6 | 4 |

Buttons: Select All, Clear Selection, Show Selected

Tax year to which the submission relates:
☐ 2013-14 ☒ 2014-15 ☐ This is the final submission for the tax year.

Scheme has ceased:
☐ This is the final submission because the scheme has ceased. Date Ceased:

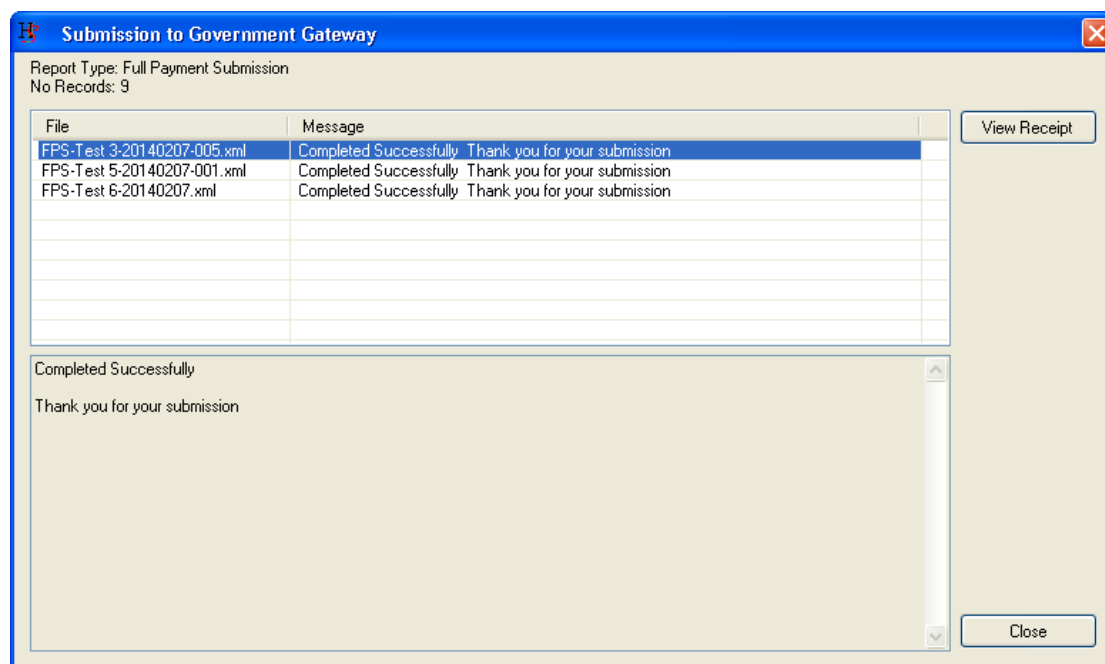
Buttons: Generate FPS(s) for selected payrolls, View FPS(s) for selected payrolls, Submit FPS(s) for selected payrolls, Close

The Payrolls to be submitted can be selected from the list by ticking the box next to the PAYE Ref. Alternatively, the [Select All] button can be clicked to select all of the payrolls in the list.

Once the payrolls have been selected, the FPS(s) should be generated, viewed, and submitted as normal.

Please note that if either of the [Final Submission] options are selected, they will be applied to all of the selected payrolls in the list.

The following screen will be displayed when submitting more than one Payroll:



The 'Submission to Government Gateway' dialog box shows submission details and a list of successful submissions.

Report Type: Full Payment Submission
No Records: 9

| File | Message |
|-----------------------------|---|
| FPS-Test 3-20140207-005.xml | Completed Successfully. Thank you for your submission |
| FPS-Test 5-20140207-001.xml | Completed Successfully. Thank you for your submission |
| FPS-Test 6-20140207.xml | Completed Successfully. Thank you for your submission |

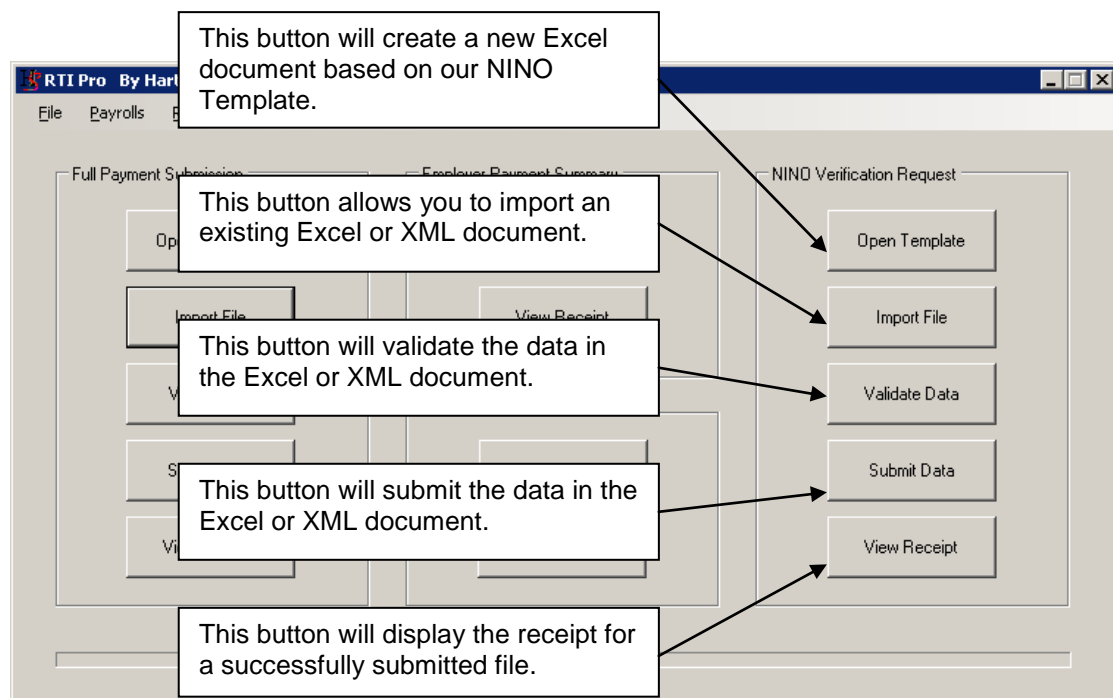
Buttons: View Receipt

Completed Successfully
Thank you for your submission

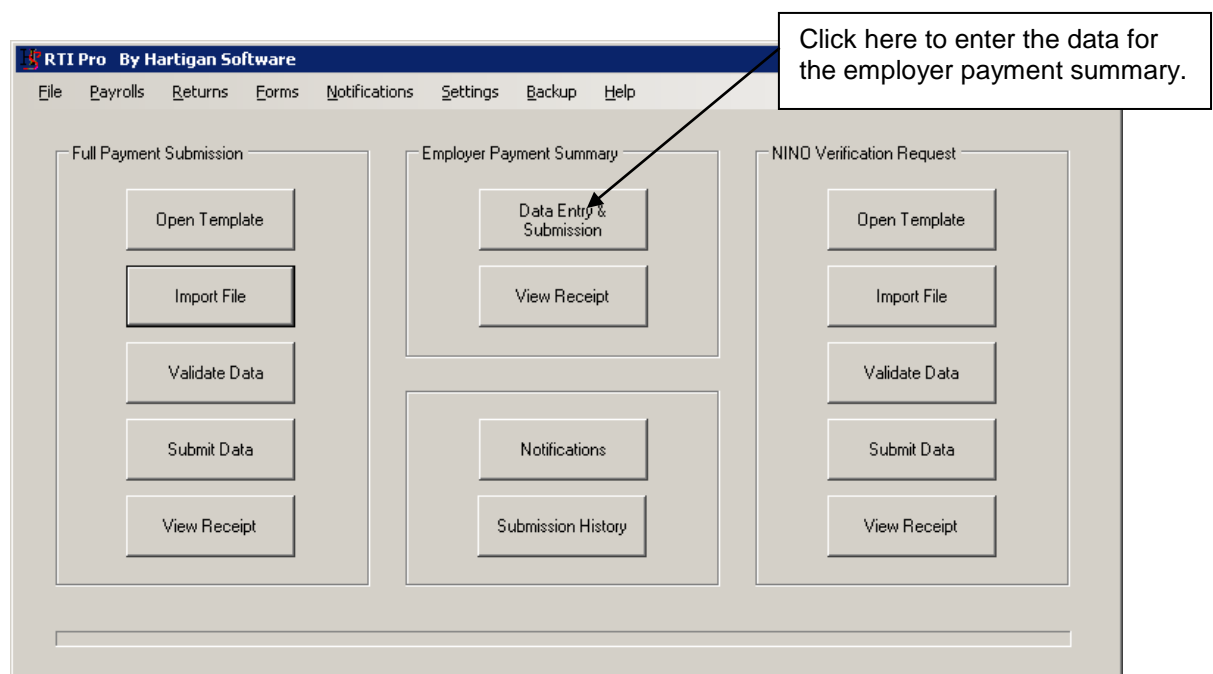
Buttons: Close

The receipt for each of the submissions can be viewed by selecting the item in the list and pressing the [View Receipt] button.

NI Number Verification Request



Employer Payment Summary



Employer Payment Summary

Data Entry & Submission

This submission is required to enable HMRC to calculate employer liability.

An Employer Payment Summary should be sent if:

- no payments are made to any employees in a tax month
- or you wish to recover statutory payments, NICs compensation on statutory payments, Construction Industry Scheme (CIS) deductions suffered (limited companies only) or an amount under the Regional National Insurance Contributions Holiday for New Businesses
- to notify HMRC of the eligibility to claim the new annual £2,000 employment allowance
- to notify HMRC of the bank details to which any repayment is to be sent.

The following window will be displayed:

The screenshot shows the 'Employer Payment Summary' window. It contains several sections for data entry:

- Payroll:** A dropdown menu.
- Period to which the submission relates:** Tax Year (radio buttons for 2014-15 and 2015-16, with 2015-16 selected), Tax Month End Date (05/05/2015), and Month No. (1). There is a checkbox for 'This is the final submission for the tax year.'
- Period of inactivity:** Two checkboxes. The first is for 'No payments were made to employees or directors for a period of one or more complete tax months and there was no FPS made,' with fields for 'From date' (06) and 'To date' (05). The second is for 'No FPS will be due for future period(s) as no employees or directors will be paid in the future period(s),' with similar date fields.
- Scheme has ceased:** A checkbox for 'This is the final submission because the scheme has ceased,' with a 'Date Ceased' field.
- Payment Values:** A list of eight values to be recovered or compensated, each with a corresponding input field: Value of SMP recovered year to date, Value of NIC compensation on SMP year to date, Value of SPP recovered year to date, Value of NIC compensation on SPP year to date, Value of SAP recovered year to date, Value of NIC compensation on SAP year to date, Value of ASPP/ShPP recovered year to date, and Value of NIC compensation on ASPP/ShPP year to date. There is also a field for 'Value of CIS deductions suffered year to date.'
- Employment Allowance Indicator:** Radio buttons for 'Yes', 'No', and 'N/A' (selected). A note states: 'If you are eligible to claim the new annual £2,000 allowance, you should indicate 'Yes' below. The claim will be retained until such time as you cease to qualify, which you would do by selecting 'No'.'
- Bank account details to which any repayment is to be sent:** Fields for 'Name of Account Holder(s)', 'Sort Code', 'Account Number', and 'Building Society Reference'. A note explains: 'You only need to enter these details when a refund is first identified. You do not need to provide the details again unless there is a change of details provided.'

At the bottom, there are five buttons: 'Import XML', 'Generate File', 'View File', 'Submit File', and 'Cancel'.

Complete the form either by:-

- Enter the appropriate data; select the tax year, enter the month end date, select the relevant payroll and enter all required data values.

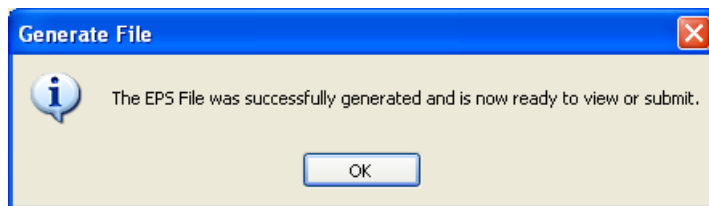
OR

- Import data from an XML document.

Employer Payment Summary

Data Entry & Submission

Click 'Generate File', the following window should be displayed:

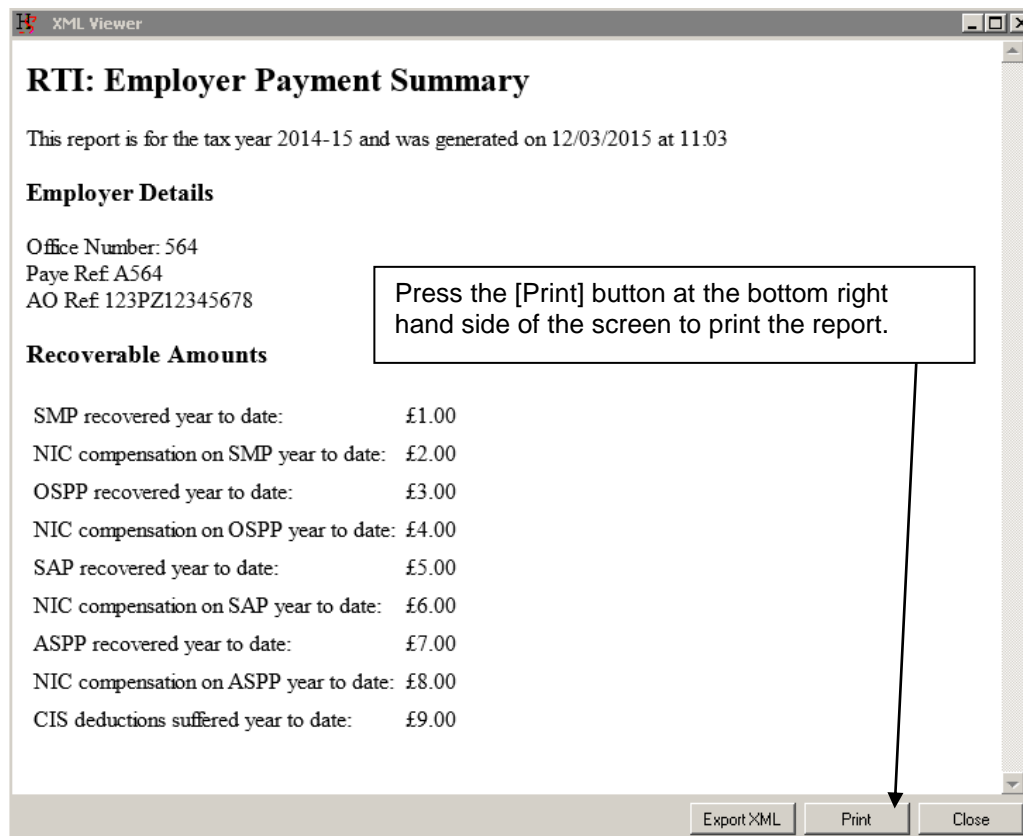


Click 'Ok' to close the EPS file creation confirmation window.

After successfully generating a submission file the 'View File' and 'Submit File' buttons are enabled.

View File

Click 'View File' to review the submission file content:



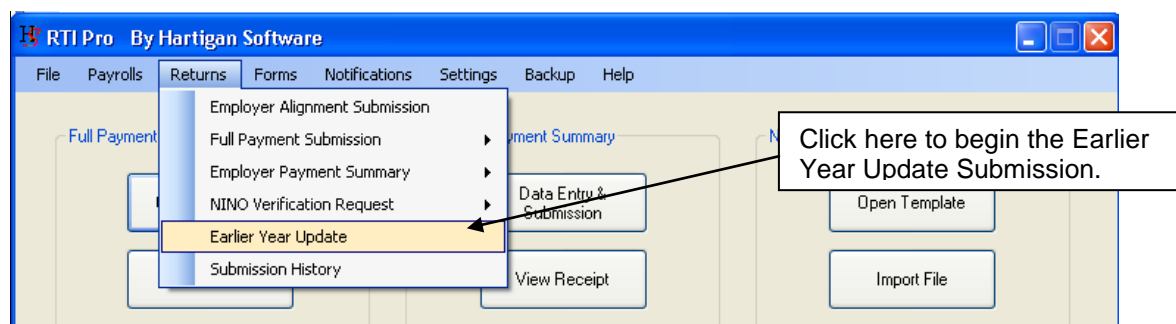
Submit Data

Ensure you are able to connect to the internet then click 'Submit File' on the Employer Payment Submission window to connect to the HMRC site and transmit your data.

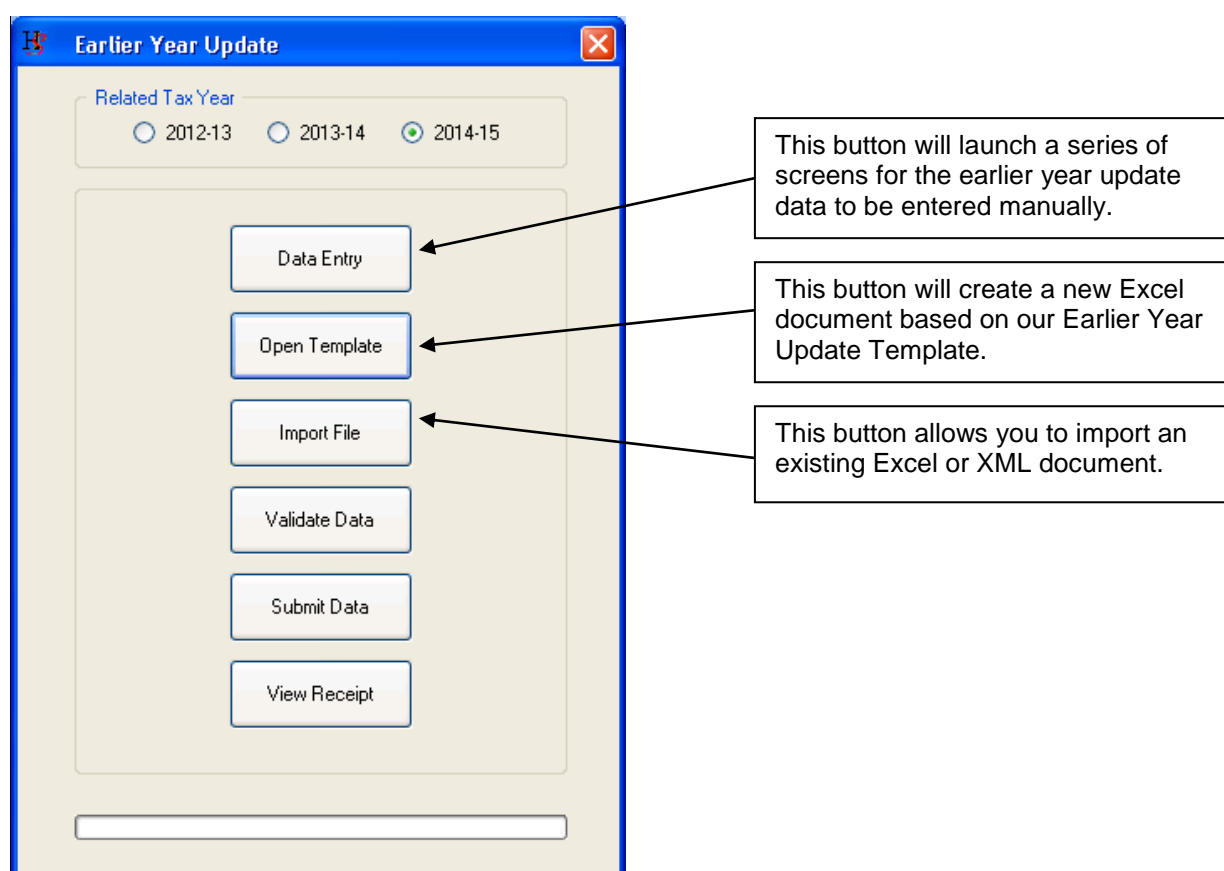
Earlier Year Update

An Earlier Year Update (EYU) return is required for any employee whose payroll data needs to be corrected for a previous tax year. An EYU must only contain the differences between the values that had previously been submitted on the last submission for the year and the correct values.

An EYU cannot be sent until 20th April following the end of the tax year that it is in respect of. If the correction is made before this date it can be done via a Full Payment Submission.



Begin the process by selecting the tax year that the earlier year update is in respect of and performing any **one** of the three options shown below depending on how your earlier year update information is to be generated:



Earlier Year Update

Data Entry

The screenshot shows a software window titled "Earlier Year Update: Employee Details". It contains several input fields for employee information: Title, Forenames (with a note "or Initials (If forename not known)"), Surname, Gender (radio buttons for Male and Female), Date Of Birth, NI Number, Works Number, Passport Number, Address (multiple lines), UK Post code or Non UK Country, and buttons for Cancel and Next >. A note at the top right states "* denotes a required field".

Enter the employee details on the first screen.

The screenshot shows a software window titled "Earlier Year Update: Pay and Deductions". It displays the "Employee" name as "Lawlor, Jack" and a "Works Number" field. Below this is a section for "Final Tax Code" with a dropdown menu showing "BR" and a question "Was this on a week 1/month 1 basis?" with radio buttons for "Yes" (selected) and "No". To the right of this section is instructional text: "Please enter the adjustment amount for any figures that need to be updated. The adjustment amount will be calculated automatically if the previously submitted and correct amounts are entered. Please only enter the values for the fields that require an adjustment and leave the other fields blank." Below this is a table with three columns: "Previously Submitted Amount", "Correct Amount", and "Adjustment". The rows in the table are: Taxable Pay, Tax Deducted, Benefits Taxed via Payroll, Employee pension contributions paid via "net pay arrangements", Employee pension contributions not paid via "net pay arrangements", and Student Loan Repayments. Each row has three input fields corresponding to the columns. At the bottom are buttons for Cancel, < Back, and Next >.

| | Previously Submitted Amount | Correct Amount | Adjustment |
|--|-----------------------------|----------------------|----------------------|
| Taxable Pay | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Tax Deducted | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Benefits Taxed via Payroll | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Employee pension contributions paid via "net pay arrangements" | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Employee pension contributions not paid via "net pay arrangements" | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Student Loan Repayments | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Enter the final tax code and the values of the pay and deduction fields that require an adjustment.

The [Adjustment] amount will be automatically calculated if the [Previously Submitted Amount] and [Correct Amount] are entered. Please note that the [Adjustment] amount is the only field that is reported on the Earlier Year Update. The [Previously Submitted Amount] and [Correct Amount] are used to help calculate the [Adjustment] amount and are not mandatory.

Only enter the values of the fields that require an adjustment and leave the other fields blank.

Earlier Year Update

Data Entry

If any adjustments need to be made to the National Insurance contributions, select the appropriate NI Letter from the drop down box and the values of the fields that require an adjustment.

The [Adjustment] amount will be automatically calculated if the [Previously Submitted Amount] and [Correct Amount] are entered. Please note that the [Adjustment] amount is the only field that is reported on the Earlier Year Update. The [Previously Submitted Amount] and [Correct Amount] are used to help calculate the [Adjustment] amount and are not mandatory.

Only enter the values of the fields that require an adjustment and leave the other fields blank.

If adjustments needs to be reported on more than one NI Letter, press the [>] button on the top left of the screen to create a further NI Letter.

Earlier Year Update

Data Entry

Employee: Lawlor, Jack Works Number:

Please enter the adjustment amount for any figures that need to be updated.

The adjustment amount will be calculated automatically if the previously submitted and correct amounts are entered.

Please only enter the values for the fields that require an adjustment and leave the other fields blank.

| | Previously Submitted Amount | Correct Amount | Adjustment |
|---|-----------------------------|----------------------|----------------------|
| Statutory Maternity Pay (SMP) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Ordinary Statutory Paternity Pay (OSPP) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Statutory Adoption Pay (SAP) | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Additional Statutory Paternity Pay (ASPP) | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Cancel Skip < Back Next >

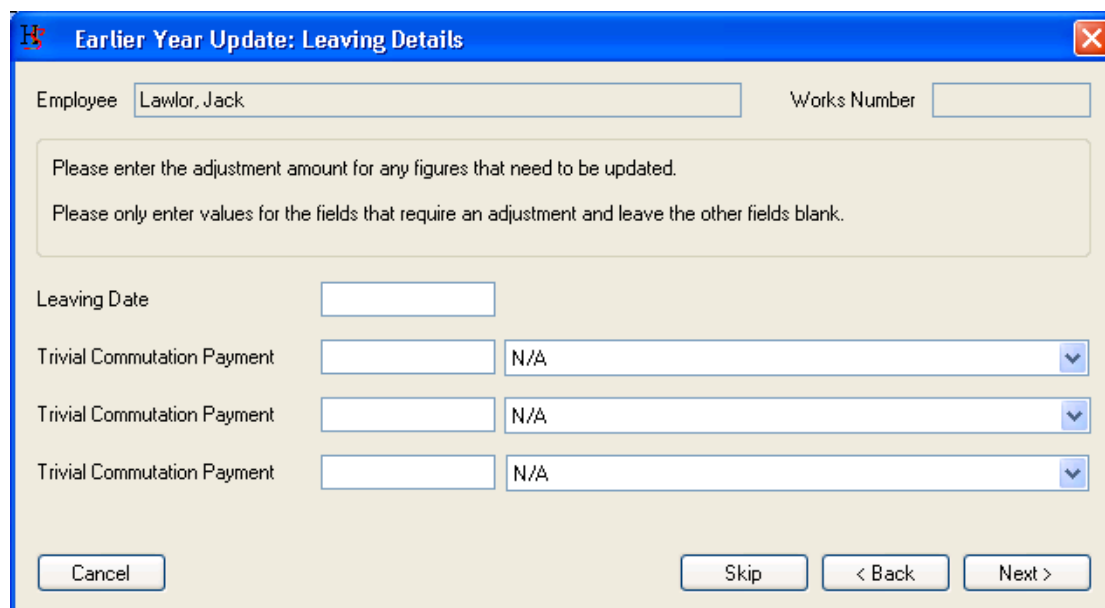
Enter the values of the Statutory Payment fields that require an adjustment.

The [Adjustment] amount will be automatically calculated if the [Previously Submitted Amount] and [Correct Amount] are entered. Please note that the [Adjustment] amount is the only field that is reported on the Earlier Year Update. The [Previously Submitted Amount] and [Correct Amount] are used to help calculate the [Adjustment] amount and are not mandatory.

Only enter the values of the fields that require an adjustment and leave the other fields blank.

Earlier Year Update

Data Entry



Earlier Year Update: Leaving Details

Employee: Lawlor, Jack Works Number:

Please enter the adjustment amount for any figures that need to be updated.
Please only enter values for the fields that require an adjustment and leave the other fields blank.

Leaving Date:

Trivial Commutation Payment: N/A

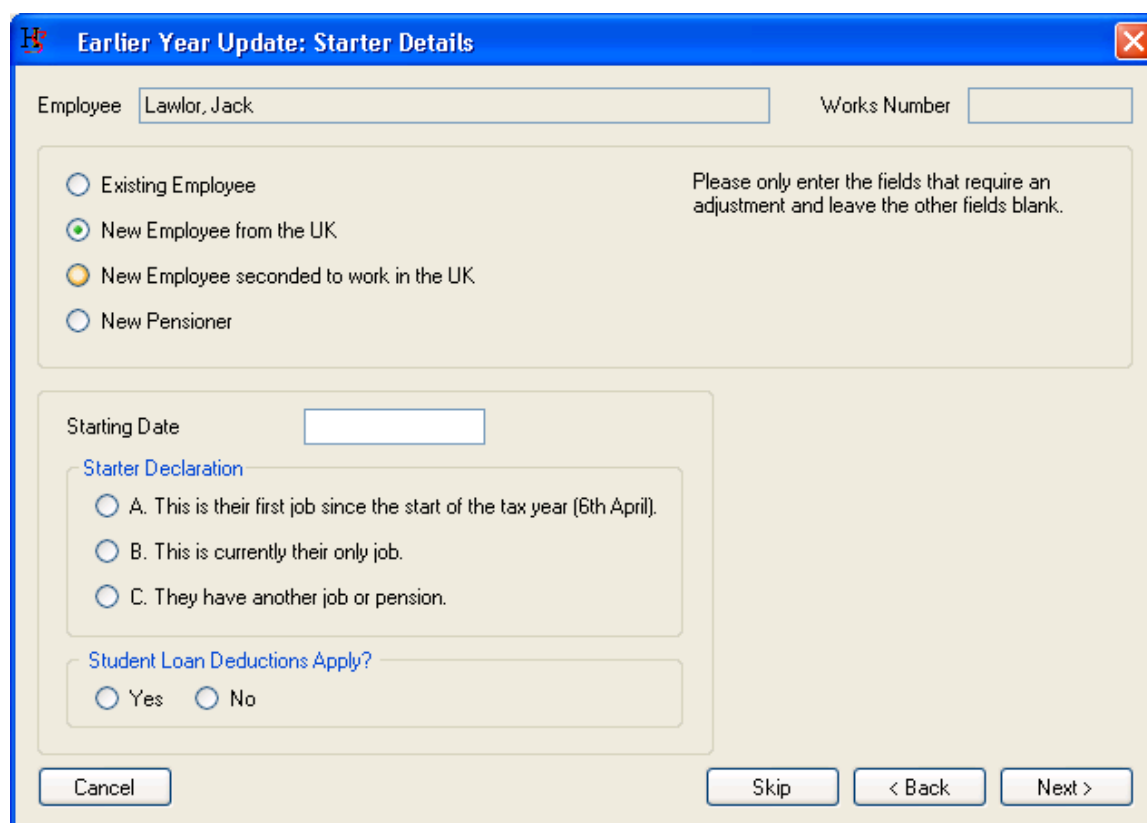
Trivial Commutation Payment: N/A

Trivial Commutation Payment: N/A

Buttons: Cancel Skip < Back Next >

Enter the leaving date and adjustment amounts for any trivial commutation payments on this screen.

Only enter the values of the fields that require an adjustment and leave the other fields blank.



Earlier Year Update: Starter Details

Employee: Lawlor, Jack Works Number:

☐ Existing Employee Please only enter the fields that require an adjustment and leave the other fields blank.

☒ New Employee from the UK

☐ New Employee seconded to work in the UK

☐ New Pensioner

Starting Date:

Starter Declaration

☐ A. This is their first job since the start of the tax year (6th April).

☐ B. This is currently their only job.

☐ C. They have another job or pension.

Student Loan Deductions Apply?

☐ Yes ☐ No

Buttons: Cancel Skip < Back Next >

Enter the starter details on this screen if an adjustment needs to be made. Only enter the values of the fields that require an adjustment and leave the other fields blank.

Earlier Year Update

Open Template

Each time a template button is clicked an Excel document is created from the Full Template.

The new document is named as follows:

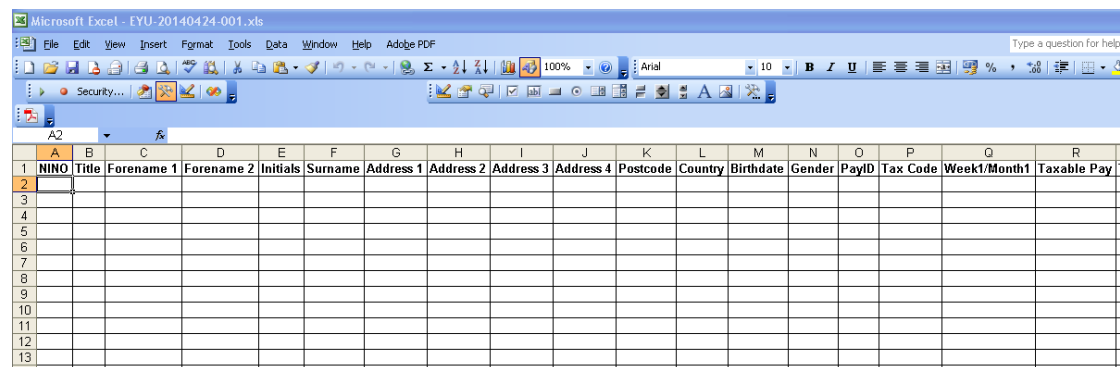
EYU This relates to the submission type being created (Earlier Year Update)

Date Being the date the document is created (-YYYYMMDD format)

Count Document count for the 'Date' above (-NNN format). If more than 1 document has been generated for that date.

For example EYU-20130329-001 is the second EYU Excel document created on 29th March 2013.

Open Template



| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|----|------|-------|------------|------------|----------|---------|-----------|-----------|-----------|-----------|----------|---------|-----------|--------|-------|----------|--------------|---------------|
| 1 | NINO | Title | Forename 1 | Forename 2 | Initials | Surname | Address 1 | Address 2 | Address 3 | Address 4 | Postcode | Country | Birthdate | Gender | PayID | Tax Code | Week1/Month1 | Taxable Pay 1 |
| 2 | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | | | | | | |
| 10 | | | | | | | | | | | | | | | | | | |
| 11 | | | | | | | | | | | | | | | | | | |
| 12 | | | | | | | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | | | | | | | |

Click on the Excel spreadsheet displayed and enter the required data.

Please note that the following fields are mandatory for each employee:

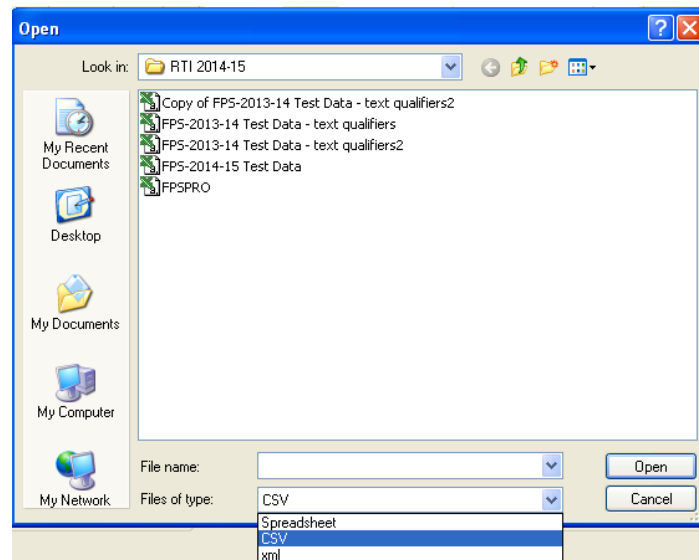
- Surname
- Forename or initials
- NI Number (NINO) or at least two address lines
- Birth date
- Gender
- Tax code

Once data entry is complete either save the Excel document for later use or save the document and return to the **Main Window** and click 'Validate Data'

Earlier Year Update

Import File

Click 'Import File', the window below is displayed:



Select the type of file (Spreadsheet or XML) from the [Files of Type] drop down box, browse to the location of the file to be imported and press the [Open] button.

Excel Spreadsheet File Type

If an Excel spreadsheet is imported, the document is loaded and displayed behind the Main Window. The document can be updated before the validation step if required.

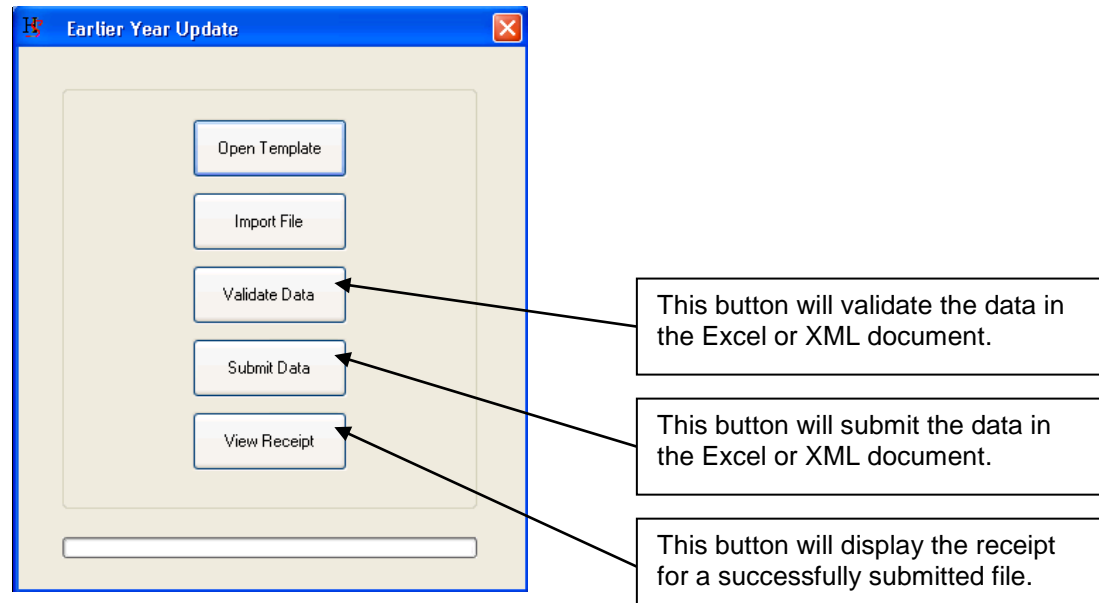
XML File Type

The XML file will be imported ready for validation

Press the [OK] button once the selection has been made. The data will be imported ready for validation.

Earlier Year Update

Data Validation



If more than one file is found the application will display a window showing the files found. The user should click on the required file, the file will be highlighted, then click 'Ok'.

Exceptions

If the selected file contents are not in the format required by HMRC or data is missing a data exception report will be displayed confirming the issues found.

Review the information in the exceptions window, click on the spreadsheet and add missing data or correct entries as necessary referring to the HMRC website for guidance:

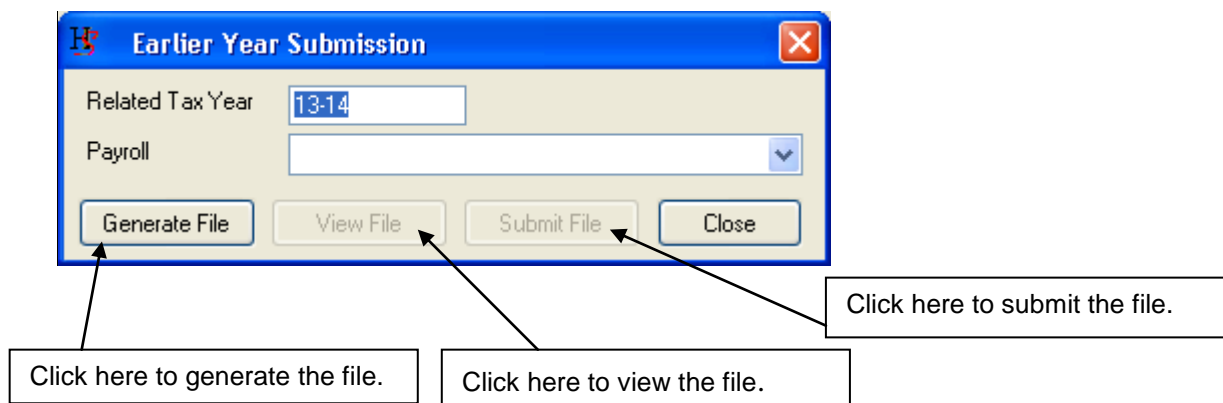
Save the corrected document and click 'Validate Data' to confirm the document is ready for submission. If the selected document does not pass validation repeat the process above.

Earlier Year Update

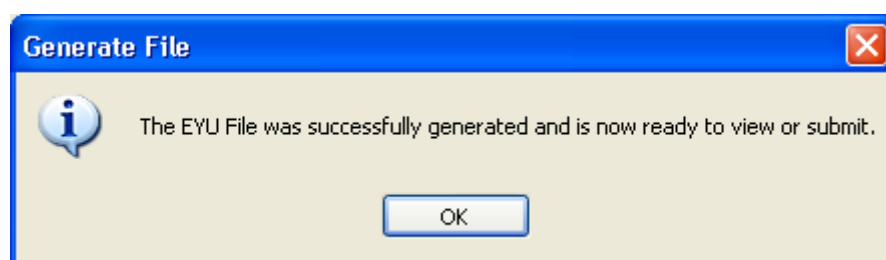
Generate File

If more than one file is found the application will display a window showing the files found. The user should click on the required file, the file will be highlighted, then click 'Ok'.

The **Earlier Year Submission** window is displayed:



Click 'Generate File', the following window should be displayed:



Click 'Ok' to close the window.

After successfully generating a submission file the 'View File' and 'Submit File' buttons are enabled.

View File

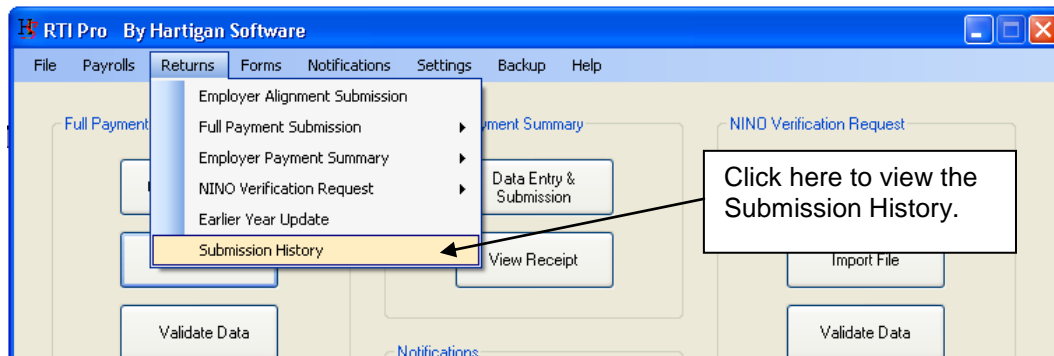
Click 'View File' to review the submission file content. The report provides a list of all employees with information being submitted to HMRC.

Confirm the EYU extract contains information for all the expected employees. Once content checks have been completed close the EYU extract window.

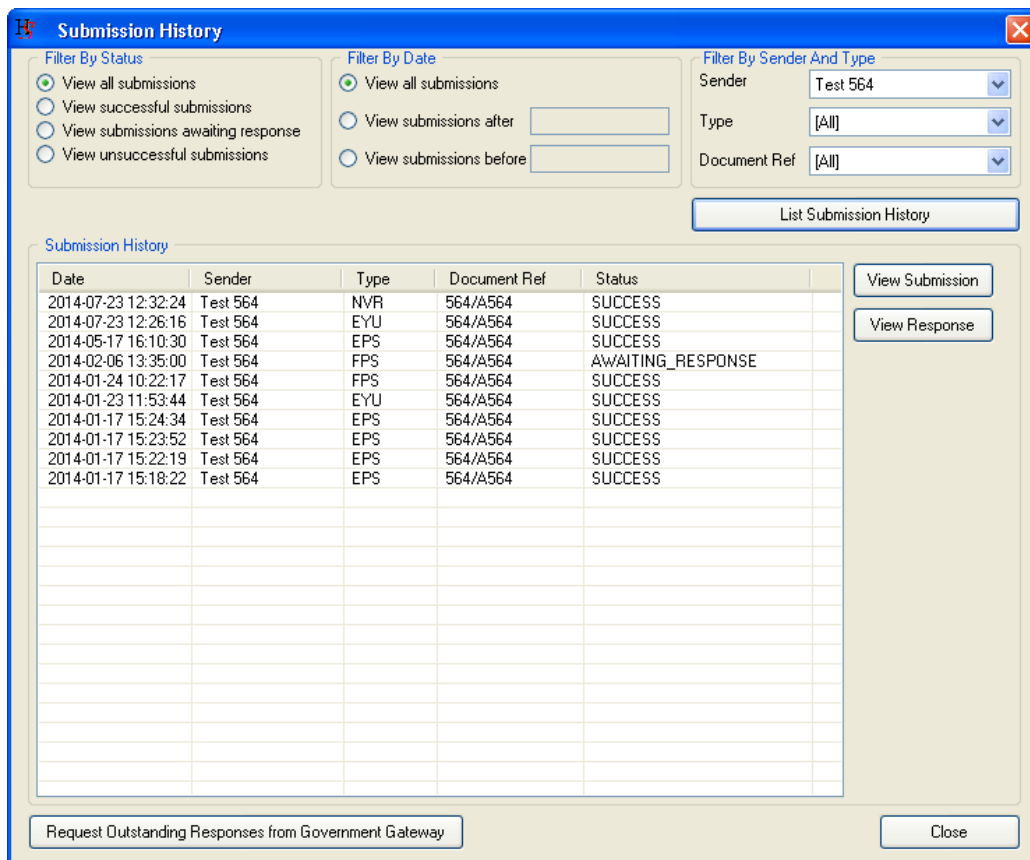
Submit Data

Ensure you are able to connect to the internet then click 'Submit File' to connect to the HMRC site and transmit your data.

Viewing Submission History



The following screen is displayed:

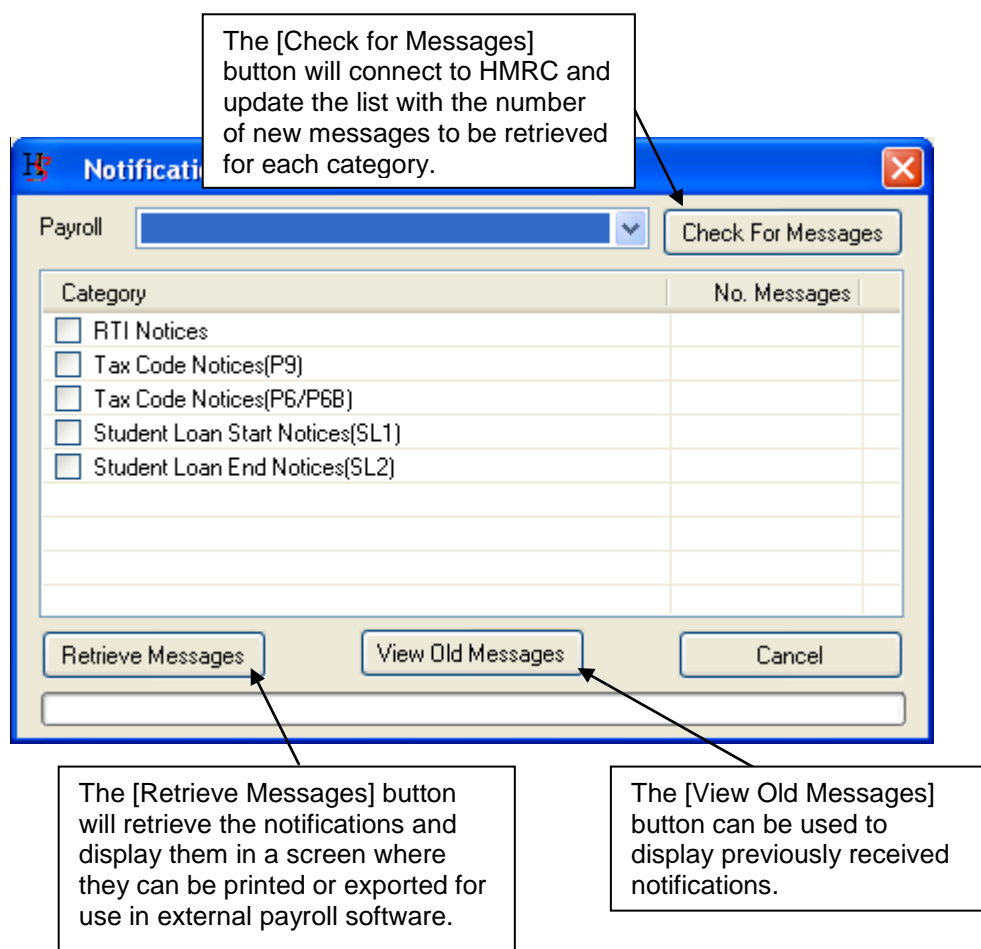
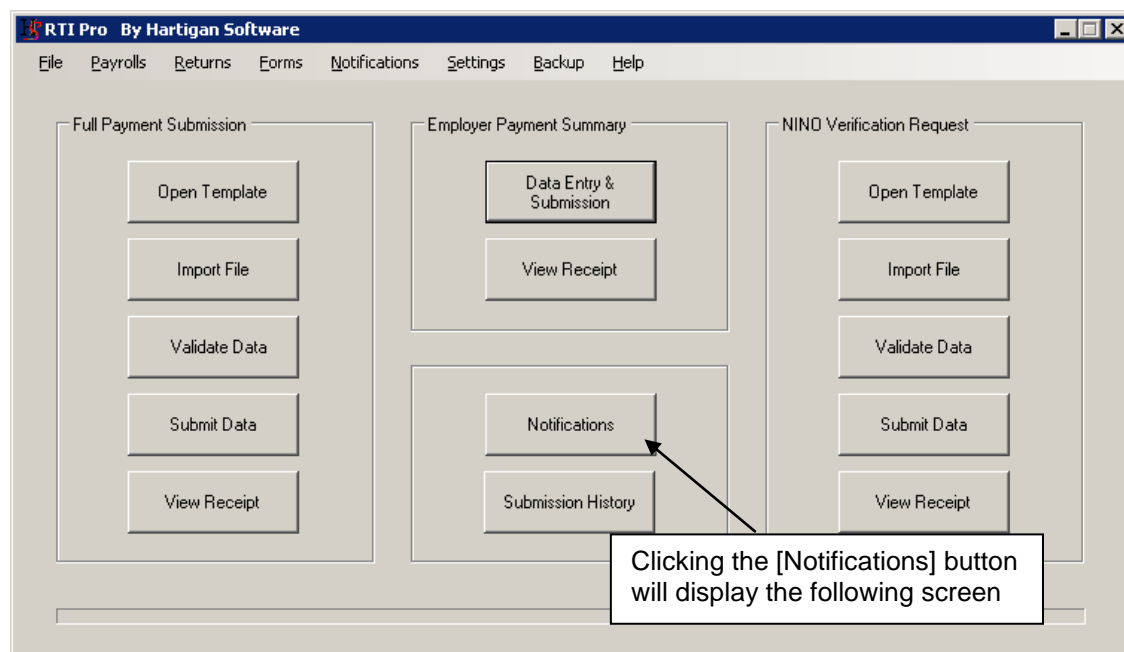


Select the appropriate filters from the selection at the top of the screen and press the [List Submission History] button. Please note that the history will not include submissions that were made prior to installing the 2014-15 version of the software.

The original submission or response can be viewed by clicking on the submission in the list and pressing the [View Submission] or [View Response] button.

If a response was not received from the Government Gateway when the original submission took place, the status of the submission will be displayed as AWAITING_RESPONSE. The response can be retrieved from the Government Gateway by pressing the [Request Outstanding Responses from Government Gateway] button at the bottom of the screen.

Data Provisioning Service

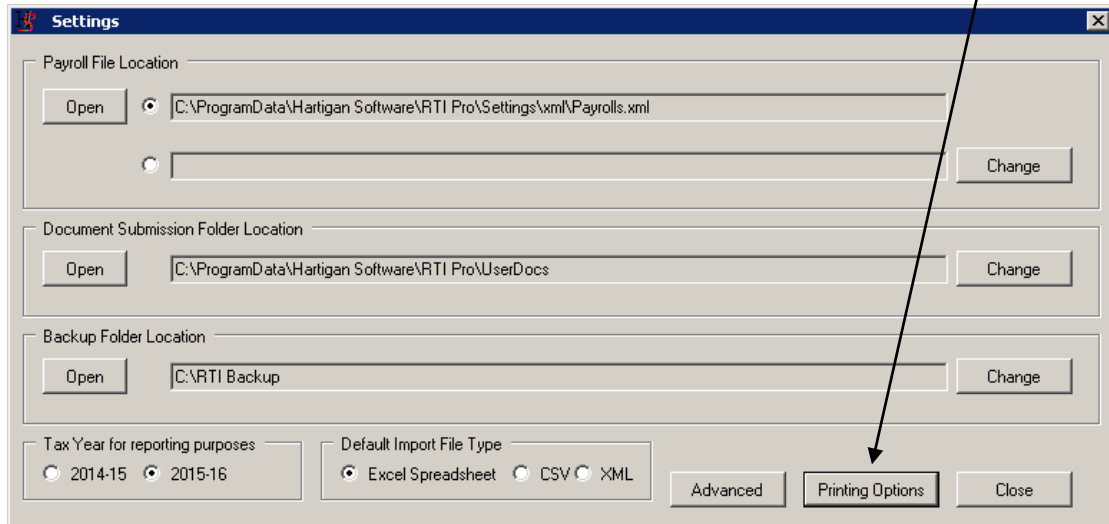


P60 Printing

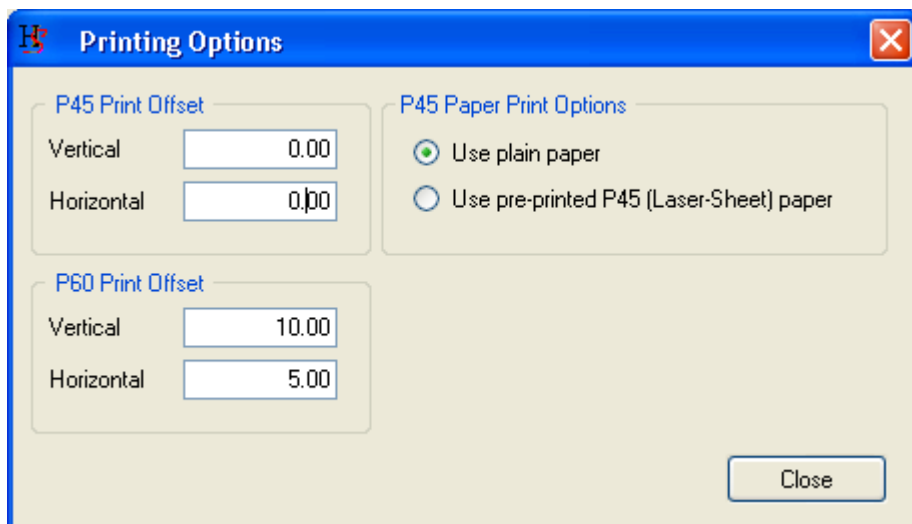
P60s are printed using the pre-printed P60 (SingleSheet/Shortened) stationery. This can be ordered online from the HMRC website via the following link:

<http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm#0x1>

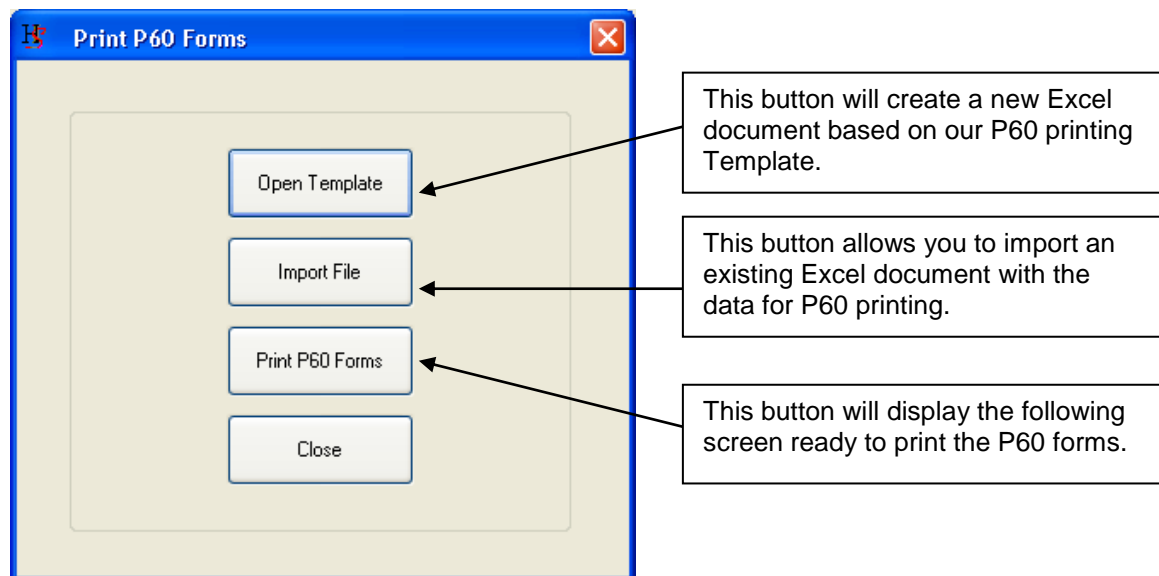
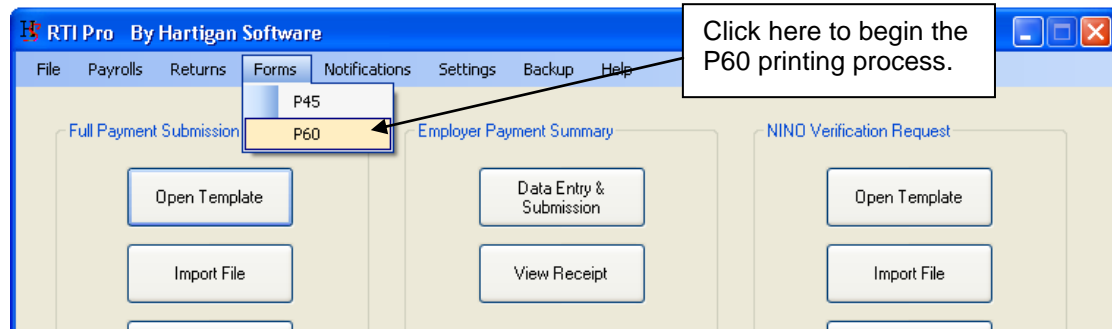
The printing coordinates might need to be updated so that they are aligned with the pre-printed boxes. It is therefore a good idea to print a test P60 to check the printing coordinates before printing the entire batch of P60s. The coordinates can be updated via the [Printing Options] button at the bottom of the Setting screen.



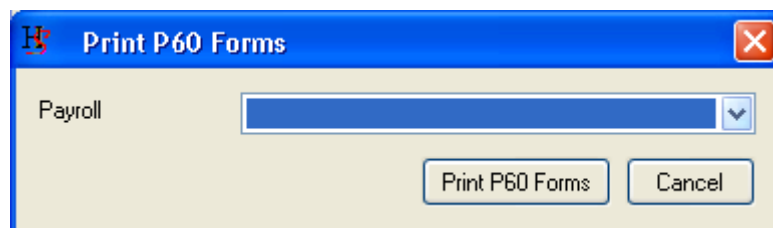
The P60 Print Offset values will move the printing coordinates down or right by the number of millimetres entered in the text boxes. In the example below, the coordinates will be moved 10mm down and 5mm to the right. Negative values can be entered if the coordinates need to be moved up or left.



P60 Printing



.The following screen is displayed when the [Print P60 Forms] button is pressed:



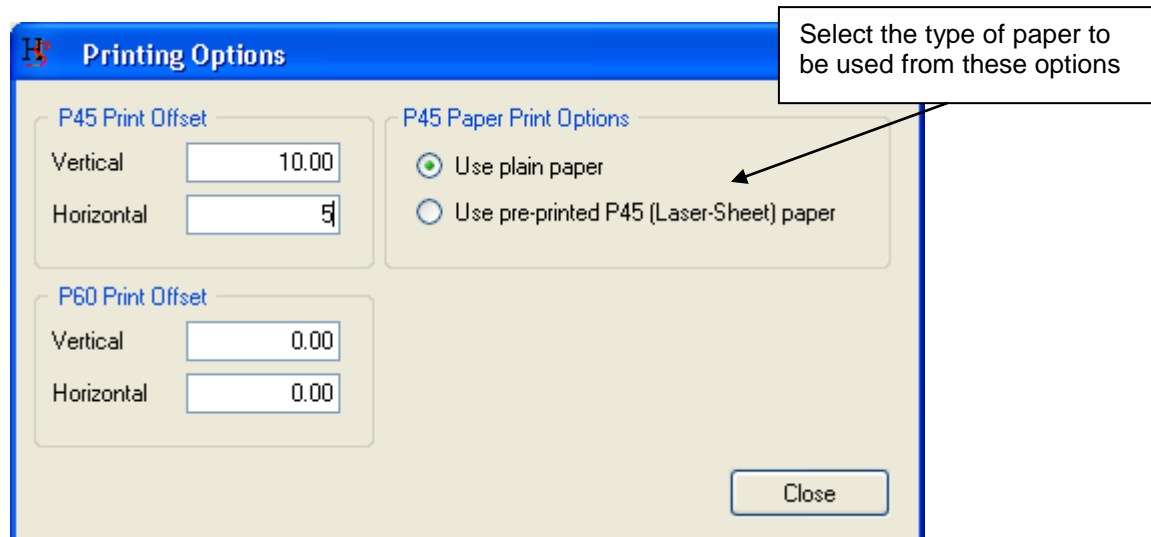
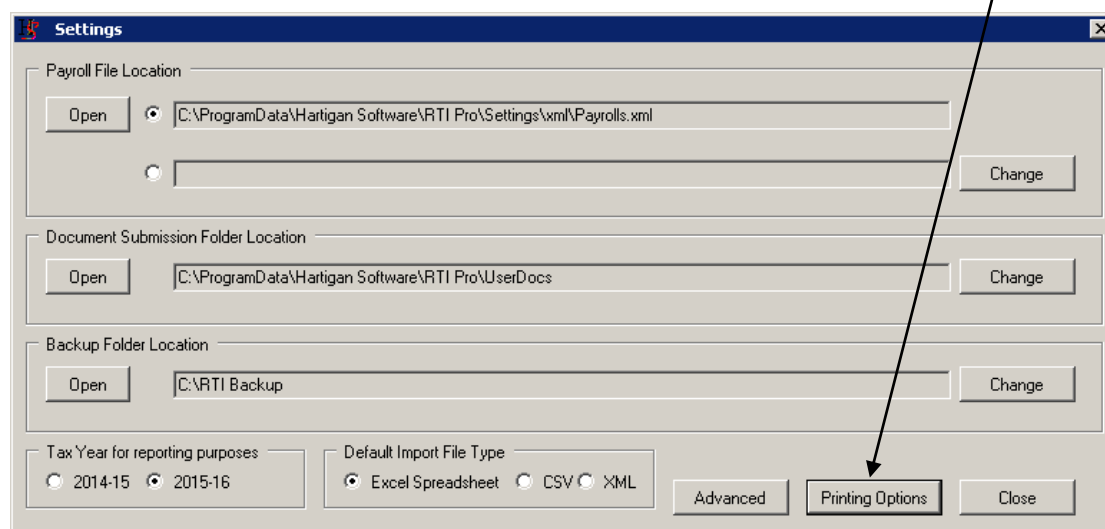
Select the payroll from the drop down box and press the [Print P60 Forms] button.

P45 Printing

P45s are printed on either plain paper or using the pre-printed P45 (Laser Sheet) - 3 part stationery. The can be ordered online from the HMRC website via the following link:

<http://www.hmrc.gov.uk/payerti/forms-updates/forms-publications/onlineorder.htm#1x1>

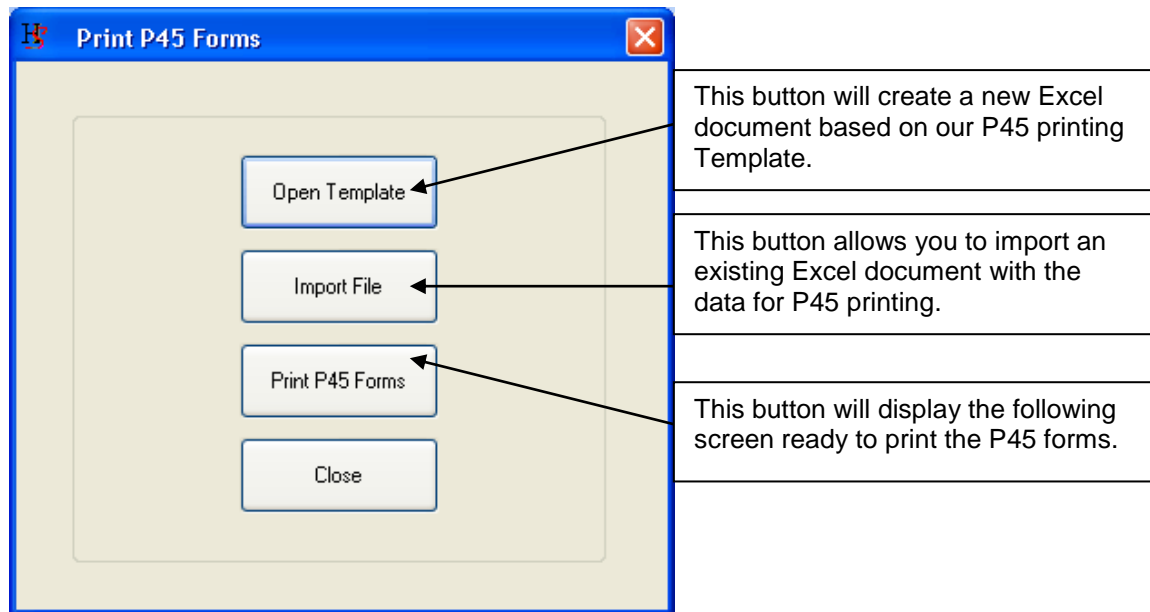
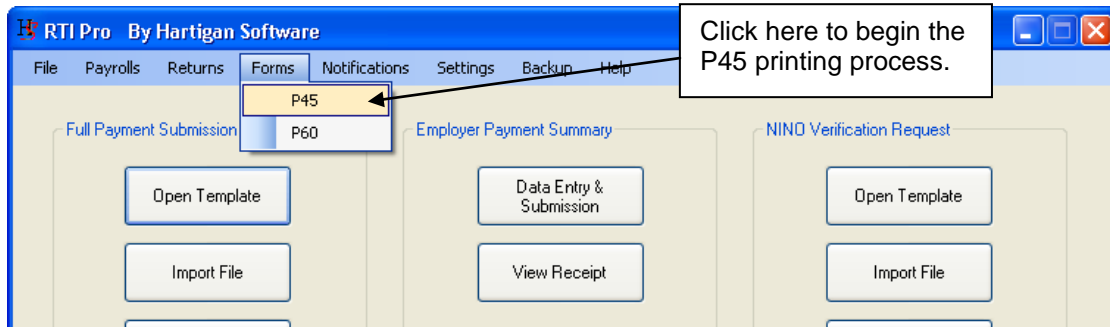
The type of paper to be used for printing the P45 can be selected be pressing the [Printing Options] button at the bottom of the Setting screen.



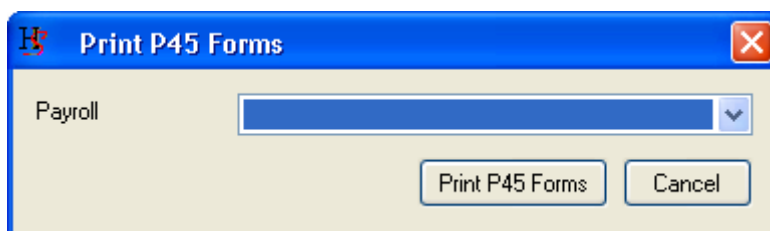
If printing on pre-printed P45 paper, the printing coordinates might need to be updated so that they are aligned with the pre-printed boxes.

The P45 Print Offset values will move the printing coordinates down or right by the number of millimetres entered in the text boxes. In the example above, the coordinates will be moved 10mm down and 5mm to the right. Negative values can be entered if the coordinates need to be moved up or left.

P45 Printing



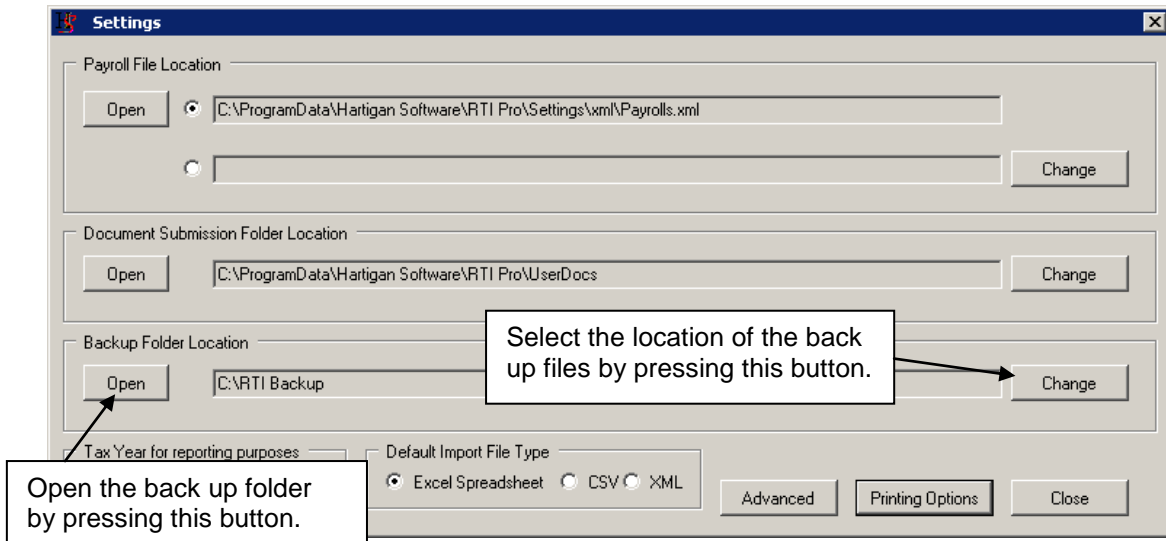
The following screen is displayed when the [Print P45 Forms] button is pressed:



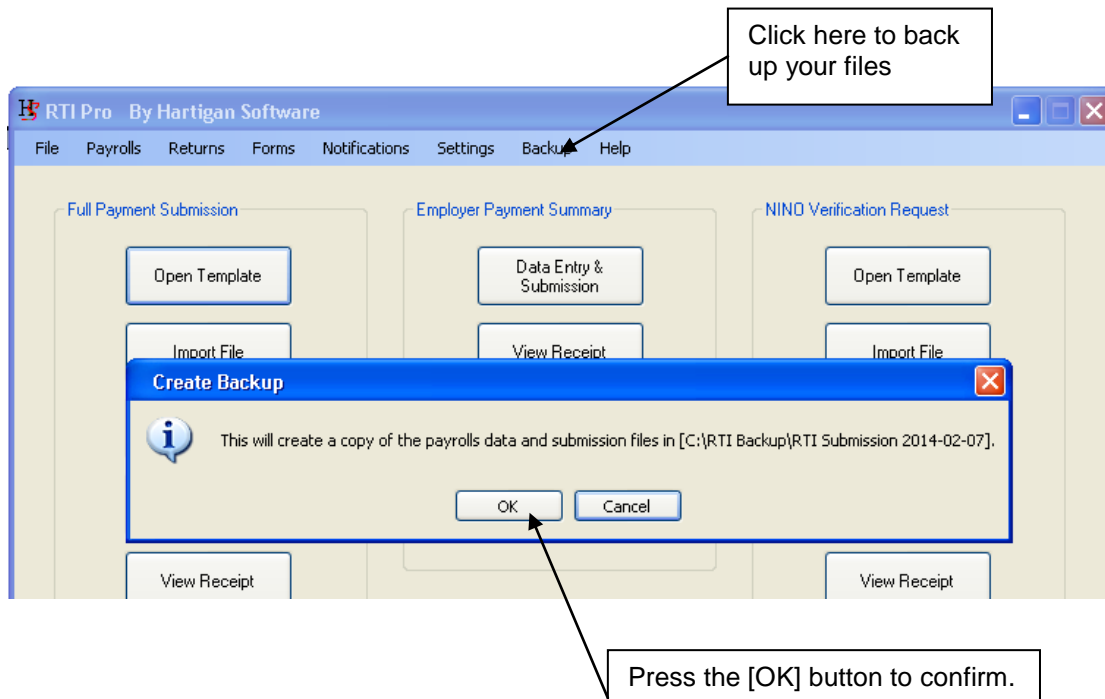
Select the payroll from the drop down box and press the [Print P45 Forms] button.

Data and Submission File Back Up

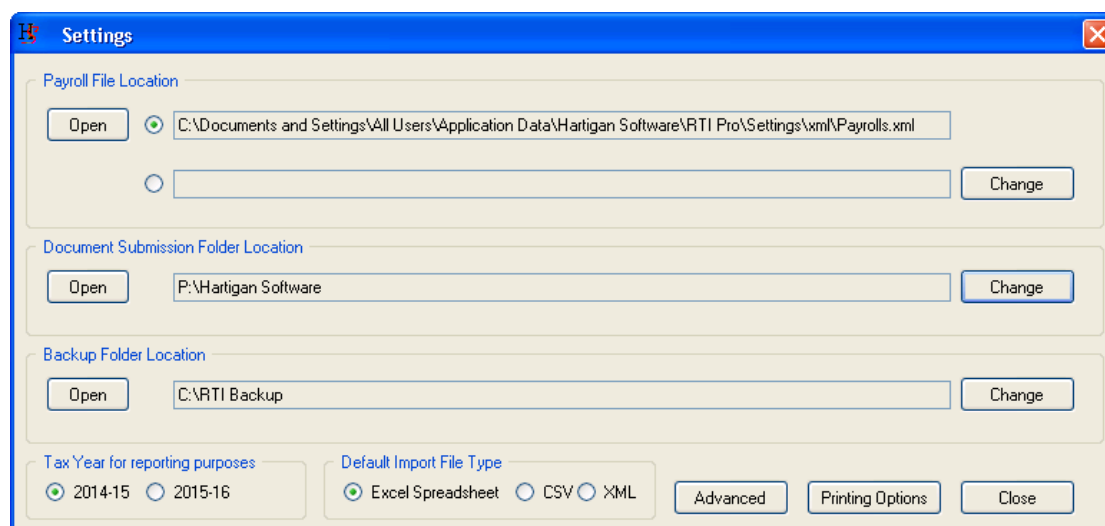
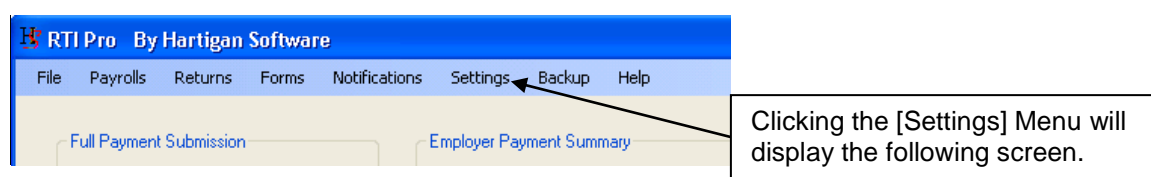
The location of the back up files can be changed from the [Settings] screen. The location should ideally be a folder that is included in your own back up procedures.



Back up copies of your Payroll Data and submission files can be made by pressing the [Back Up] menu at the top of the main screen.



Application Settings



Setting the File Locations

Once the software has been installed the **Payroll File Location**, **Document Submission Folder Location**, and **Backup Folder Location** can be changed or opened using the settings options above.

If more than one license has been purchased and the file location is to be changed ensure a shared folder is selected which allows all required users full access.

Tax Year for FPS reporting purposes

The Tax Year for FPS reporting purposes will default to the current tax year but can be changed via the settings screen to make a submission in respect of a previous tax year or to perform tests for a future tax year.

Data Import File Type

Set the default file type to be used when importing files into the software. This saves time by not having to change the option in the file type drop down box each time a file is imported.

Printing Options

The [Printing Options] screen is displayed when the [Printing Options] button is pressed on the bottom of the [Settings] screen.

Advanced Settings

The [Advanced Settings] screen is displayed when the [Advanced Settings] button is pressed on the bottom of the [Settings] screen.

Advanced Application Settings

Advanced Settings

Security Settings

☐ Administration password required

☐ Submission password required

☐ Enter sender ID when required

☐ Enter sender password when required

Excel Import Options

☐ Generate and output BACS random string to Excel file

☐ Use PAYE Ref from import spreadsheet

☐ Ignore date format

CSV Import Options

CSV date format: DD/MM/YYYY

Split large submissions into smaller file sizes

Are the files to be split: ☐

Number of records per file:

Testing Options

☐ Submit to Test Server

☐ Test In Live

Close

Security Settings

If the **[Administrator password required]** option is set, the application will require the password to be entered before the user can access the Settings or the Payrolls screens.

If the **[Submission password required]** option is set, the application will request that a password be entered before submissions are made.

If the **[Enter sender ID when required]** option is set, the application will request that the Government Gateway user ID be entered before submissions are made.

If the **[Enter sender password when required]** option is set, the application will request that the Government Gateway password be entered before submissions are made.

Excel Import Options

The **[Generate and output BACS random string to Excel file]** option will generate the BACS random string for all records where the payee sort code and recipient sort code have been entered but the BACS random string has not. It will also output the BACS random string to the Excel file.

If the **[Use PAYE Ref from import spreadsheet]** option is set, the payroll will be automatically selected when submissions are made. The [PAYE Ref] column must be populated on the Excel import spreadsheet in the format 999/XXX where 999 is the HMRC Office number and XXX is the Employer reference number if the [Use PAYE Ref from import spreadsheet] option is set.

By default the date cells on the Excel spreadsheet must be formatted as dates and will fail validation if they are formatted as text. Date cells can sometimes be formatted as text if the import file is generated by separate payroll software. Selecting the **[Ignore date format]** option will bypass this validation and allow the date cells to be formatted as text.

CSV Import Options

The **[CSV Date Format]** text box allows the user to specify the format of the dates in the CSV import files.

Split large submissions into smaller file sizes

This option will split large submissions into smaller file sizes to improve submission times and reduce the risk of exceeding the Government Gateway size limit.

Testing Options

Use these options to direct submissions to the Government Gateway Test server or to the Government Gateway Live server flagged as a test submission.